DOCUMENT RESUME

ED 329 671 CE 057 054

TITLE	National Workplace Literacy Program. Fiscal Year 1990 Project Abstracts. Resource Guide for the National Workplace Literacy Program.
INSTITUTION	Office of Vocational and Adult Education (ED), Washington, DC. Clearinghouse on Adult Education and Literacy.
PUB DATE	Dec 90
NOTE	65p.
PUB TYPE	Reference Materials - Directories/Catalogs (132)
EDRS PRICE	MF01/PC03 Plus Postage.
DESCRIPTORS	Adult Basic Education; Adult Literacy; Adult Students; *Demonstration Programs; Education Work Relationship; *Federal Aid; Federal Programs; *Inplant Programs; *Literacy Education; On the Job Training; Program Descriptions
IDENTIFIERS	Partnerships in Education; *Workplace Literacy

ABSTRACT

This document provides one-page abstracts of the 39 workplace literacy programs funded through the U.S. Department of Education's Office of Vocational and Adult Education in 1990, and a resource guide for persons involved in such projects. The funded projects focus on basic literacy skills needed in the workplace and use reading and mathematics materials from the job as curriculum. Projects are conducted by partnerships between private organizations and education institutions. The projects address such needs as mathematics and literacy training for residential construction workers; basic skills instruction for health care workers to provide better services; English-as-a-Second-Language (ESL) training for hotel workers; and basic skills training for workers dealing with dangerous equipment so they can heed warnings and improve worksite safety. Each project abstract includes information about program title, project title, award number, project director, address, telephone, funds by fiscal year, award period, federal project officer, objectives, procedures, outcomes/results/products, educational level, target population, planned number of trainees, and partners. The resource guide provides a number of references for practitioners, educators, industry personnel, and researchers who wish to learn more about workplace literacy. References are arranged in four sections: (1) list of the current grantees by state; (2) program fact sheet; (3) resource list of publications and organizations; and (4) descriptions of three related projects. (KC)

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ADULT LEARNING & LITERACY

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U.S. Department of Education • Division of Adult Education and Literacy • Washington, DC 20202-7240

NATIONAL WORKPLACE LITERACY PROGRAM

FISCAL YEAR 1990 PROJECT ABSTRACTS

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
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December 1990

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NATIONAL WORKPLACE LITERACY PROGRAM

FISCAL YEAR 1990 PROJECT ABSTRACTS

Prepared by:

Division of National Programs
Office of Vocational and Adult Education
U.S. Department of Education
Washington, DC 20202-7242

For further information contact:

Sarah Newcomb
Division of Adult Education and Literacy
202/732-2390

Nancy Smith Brooks
Division of National Programs
202/732-2269

UNITED STATES
DEPARTMENT OF EDUCATION
OFFICE OF PUBLIC AFFAIRS
(202) 732-4576

NEWS
MEDIA UPDATE

ATTENTION: EDUCATION EDITOR May 16, 1990

A review of current programs and projects at the U.S. Department of Education. Use upon receipt.

CONTACT: Bill Hervey (202) 732-4308

ITEM: WORKPLACE LITERACY GRANTS FUNDED -- The U.S. Department of Education's Office of Vocational and Adult Education has made 39 awards to fund workplace literacy programs to help upgrade the skills of the nation's workforce. The grants are made under the authority of the Adult Education Act (P.L. 91-230), as amended. Twenty-six states and the District of Columbia received a total of $11.9 million.

"In order for the U.S. to compete in a global economy, it is essential to have a more literate and skilled workforce," said Assistant Secretary Betsy Brand. "These grants are designed to foster partnerships between our schools and our businesses to promote new employment, job retention and career advancement of employees as well as boost productivity."

Projects funded focus on basic literacy skills needed in the workplace and generally use reading and math materials from the job as curriculum. The funded projects address such needs as:

-- math and literacy training for residential construction workers;

-- basic skills instruction for health care workers to provide better services;

-- English as a Second Language (ESL) training for hotel workers;

-- basic skills training for workers dealing with dangerous equipment so they can heed warnings and improve worksite safety.

Each of the awards goes to a partnership including at least one private organization and one educational institution. The grants are intended to cover 70 percent of total program costs, with the remaining costs covered by the partners. Private organization partners often donate employee release time or bonus payments for employees who participate in the program.

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NOTE TO ITORS: Attached is a list of grant recipients.

1990 NATIONAL WORKPLACE LITERACY PROGRAM AWARDS

ALABAMA	
Wallace State Community College, Hanceville Frances Mauldin (205) 352-2090	$355,334
CALIFORNIA	
California Human Development Corporation; Farmworker Program, Santa Rosa Aurelio Hurtado (707) 449-8860	171,392
California Human Development Corporation; Hawaii Human Development, Santa Rosa Jackson Menze (707) 523-1155	161,236
Santa Clara County Office of Education, Santa Clara Brenda Grey (408) 453-6800	194,451
El Camino Community College District, Torrance Nathaniel Jackson (213) 715-3123	241,133
COLORADO	
Lutheran Social Services of Colorado; Northern Regional Office, Fort Collins Chris Kneeland (303) 484-5955	95,899
CONNECTICUT	
Greater Hartford Community College, Hartford Frank Chiaramonte (203) 520-7800	379,946
DISTRICT OF COLUMBIA	
Food & Beverage Workers Union Local 32 & Employers Benefits Fund Minor Christian (202) 898-0303	338,580
Home Builders Institute John Zeller (202) 822-0550 for projects in: -- Louisville, Ky. -- Landover, Md. -- Salem, Ore. -- Salt Lake City, Utah	392,143
GEORGIA	
Private Industry Council, Atlanta Nelson Malavenda (404) 658-6310	204,270
HAWAII	
University of Hawaii at Honolulu, Honolulu Karla A. Jones (808) 548-5791	241,551
University of Hawaii at Manoa, Honolulu Lawrence Zane (808) 948-7834	273,063

ILLINOIS	
Northwest Educational Cooperative, Des Plaines Linda Mrowicki (708) 803-3535	$396,591
INDIANA	
El-Tip-Wa Career Center, Logansport Kaye Beall (219) 722-4266	146,901
Lafayette Adult Reading Academy, Lafayette Beth Hensley (317) 742-1595	60,955
Indiana Vocational-Technical College, Indianapolis Rex Ward (317) 921-4772	298,834
KENTUCKY	
Jefferson County Public Schools, Louisville Joyce Paul (502) 473-3290	335,579
MARYLAND	
Maryland State Department of Education, Baltimore Chuck Talbert (301) 333-2399	301,163
MICHIGAN	
Central Michigan University, Mt. Pleasant Robert McLauchlin (517) 774-6448	278,969
Industrial Technology Institute, Ann Arbor Diane Jordan (313) 769-4350	229,997
MASSACHUSETTS	
Massachusetts Department of Education, Quincy Robert Bozarjian (617) 770-7473	511,486
NEW JERSEY	
Rutgers, The State University of New Jersey, Piscataway Virginia Lussier (201) 932-7713	550,477
NEW MEXICO	
New Mexico State University, Las Cruces Stephen Bernhardt (505) 646-2306	118,286
NEW YORK	
Center for Advanced Study in Education, City University of New York, New York City Delores Perin (212) 642-2937	152,204
Long Island University, Brookville Edward Maietta (718) 403-1019	383,854
NORTH CAROLINA	
Piedmont Community College, Roxboro Jean Andrews (919) 599-1181	300,707

OHIO	
Ohio State University Research Foundation, Columbus Donna Roxey (614) 292-6471	$389,280
Toledo Area Private Industry Council, Toledo Sally Cook (419) 244-3900	249,979
OREGON	
Portland Community College/Open Campus, Portland Pamela J. Transue (503) 244-6111	399,061
PENNSYLVANIA	
Pennsylvania Department of Education, Harrisburg John Christopher (717) 787-5532	838,348
TENNESSEE	
Crossville State Area Vo-Tech School, Crossville James Purcell (615) 484-7502	83,741
TEXAS	
El Paso Community College, El Paso Candace Castillo (915) 775-6082	390,921
North Harris County College District, Houston Kenne Turner (713) 591-3500	176,915
UTAH	
College of Eastern Utah, Blanding Lynn Lee (801) 678-2201	294,050
Salt Lake Community College, Salt Lake City John Fritz (801) 967-4281	392,795
VERMONT	
Vermont Institutes/Self-Reliance Judith Lashof (802) 775-0617	225,638
VIRGINIA	
Arlington County Public Schools, Arlington Inaam Mansoor (703) 358-4200	358,120
WEST VIRGINIA	
West Virginia Northern Community College, Wheeling Carol Reuther (304) 233-5900 x311	440,976
WISCONSIN	
Wisconsin Board of Vocational, Technical and Adult Education, Madison Donna Manly (608) 266-7830	494,034

U. S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

1. PROGRAM TITLE: FY 1990 National Workplace Literacy Program (CFDA 84.198A)

2. PROJECT TITLE: Literacy Employment Advancement Readiness Network

3. AWARD NUMBER: V198A00218

4. PROJECT DIRECTOR: Richard M. Bunis
AWARDEE/ Wallace State Community College
ADDRESS/ 801 Main Street
Hanceville, AL 35077
TELEPHONE: 205/352-6403 Ext. 243

5. FUNDS BY FISCAL YEAR:

Federal:	FY 1990	$ 355,334
Non-Federal:	FY 1990	$ 152,286
Total Funds:		$ 507,620

Federal Funds = 70% of total funds

6. AWARD PERIOD: June 1, 1990 - November 30, 1991

7. FEDERAL PROJECT OFFICER: Nancy Smith Brooks, DNP, (202) 732-2269
Sarah Newcomb, Division of Adult Education and Literacy, (202) 732-2390

8. OBJECTIVES:
1. Design and develop job specific literacy audits and instructional curriculum; 2. Provide recruitment intake and screening of a minimum of 400 applicants; and 3. Provide instructional activities which will result in new employment, continued employment, career advancement, or increased productivity, and update or upgrade basic skills required by changes in workplace.

9. PROCEDURES:
1. Develop and administer audits that will target workers with inadequate workplace skills; and 2. Develop curriculum and provide instructional programs to assist employees in a manner so that they may advance in their employment and productivity.

10. OUTCOMES/RESULTS/PRODUCTS:
An instructional program will be developed that will help audit adult workers with their workplace literacy skills and allow them in return to be able to advance at their workplace.

11. EDUCATIONAL LEVEL(S): Adult workers

12. TARGET POPULATION(S): Men; women; handicapped; minorities.

13. PLANNED NUMBER OF TRAINEES: 400

14. PARTNER (S): Americold Compressor Corporation/WCI, Cullman Electric Cooperative, Opelika State Technical College; and Ampex Recording Media Corporation

U. S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

1. PROGRAM TITLE: FY 1990 National Workplace Literacy Program (CFDA 84.198A)

2. PROJECT TITLE: Rural Workplace Literacy

3. AWARD NUMBER: V198A00139

4. PROJECT DIRECTOR: Aurelio Hurtado
AWARDEE/ California Human Development Corporation - Farmworker Program
ADDRESS/ 761 Eubanks Drive
Unit A
Vanceville, CA 95688
TELEPHONE: 707/449-8860

5. FUNDS BY FISCAL YEAR:

Federal:	FY 1990	$ 171,392
Non-Federal:	FY 1990	$ 108,283
Total Funds:		$ 279,672

Federal Funds = 61% of total funds

6. AWARD PERIOD: April 1, 1990 thru September 30, 1991

7. FEDERAL PROJECT OFFICER: Nancy Smith Brooks, DNP, (202) 732-2269
Sarah Newcomb, Division of Adult Education and Literacy, (202) 732-2390

8. OBJECTIVES:
-Enroll 240 LEP farmworkers in Workplace Literacy training
-Recruit agribusiness employer partners
-At least 75% of enrolless pass tests in English comprehension, reading and computational skills
-90 farmworkersf placed in upgrade on-the-job training

9. PROCEDURES:
Work related literacy training is provided by bilingual staff to farmworkers at their agribusiness worksites.

10. OUTCOMES/RESULTS/PRODUCTS:
Upgraded Skills, increased earnings, longer employment and career advancement for seasonal farmworkers.

11. EDUCATIONAL LEVEL(S): Adult

12. TARGET POPULATION(S): Limited English proficient seasonal farmworkers

13. PLANNED NUMBER OF TRAINEES: 240

14. PARTNER (S): Sebastiani Vineyards, Blossom Farms, Hambrecht & Peterson (Vineyards), Reclaimed Island Land Co., Clos Dubois Wines, California Human Development Corporation.

U. S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

1. PROGRAM TITLE: FY 1990 National Workplace Literacy Program

2. PROJECT TITLE: Lanai Visitor Serving Workplace Literacy

3. AWARD NUMBER: V198A00129

4. PROJECT DIRECTOR: Andres Aguillon
AWARDEE/ California Human Development Corporation - d.b.a. Hawaii Human Development
ADDRESS/ 1150 South King Street, Suite 901D Honolulu, HI 96814
TELEPHONE: 808/523-8628

5. FUNDS BY FISCAL YEAR:

Federal:	FY 1990	$ 161,236
Non-Federal:	FY 1990	$ 96,100
Total Funds:		$ 257,336

Federal Funds: = 63 % of total funds

6. AWARD PERIOD: 4/1/90 - 9/30/91

7. FEDERAL PROJECT OFFICER: Nancy Smith Brooks, DNP, (202) 732-2269
Sarah Newcomb, Division of Adult Education and Literacy, (202) 732-2390

8. OBJECTIVES:
-Enroll 300 Lanai workers in literacy training
-75% pass English comprehension, reading and computation skills tests
-75% of enrollees get jobs in new resort facilities on Lanai

9. PROCEDURES:

Literacy skills training will be provided to unemployed Lanai residents and farmworkers using a hotel industry curriculum developed by the University of Hawaii. Placements in new resort jobs on Lanai will be facilitated by the participating union, in cooperation with the resort management.

10. OUTCOMES/RESULTS/PRODUCTS:

Unemployed former farmworkers will enter new careers in the hotel service industry. Longer job retention, earnings increase and career advancement will be the results.

11. EDUCATIONAL LEVEL(S): Adult

12. TARGET POPULATION(S): Limited English proficient Lanai residents

13. PLANNED NUMBER OF TRAINEES: 300

14. PARTNER (S): ILWU Local 142
Hawaii Human Development

U. S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

1. PROGRAM TITLE: FY 1990 National Workplace Literacy Program

2. PROJECT TITLE: Career Skills Enhancement Program, CFDA 84.198A

3. AWARD NUMBER: V198A00081

4. PROJECT DIRECTOR: Brenda Gray
AWARDEE/ Santa Clara County Office of Education
ADDRESS/ 100 Skyport Drive, MC 208
San Jose, CA 95115
TELEPHONE: 408/453-6907

5. FUNDS BY FISCAL YEAR:

Federal:	FY 1990	$ 180,048
Non-Federal:	FY 1990	$ 21,606
Total Funds:		$ 201,654

Federal Funds: = 70% of total funds

6. AWARD PERIOD: April 1, 1990 - September 30, 1991

7. FEDERAL PROJECT OFFICER: Nancy Smith Brooks, DNP, (202) 732-2269
Sarah Newcomb, Division of Adult Education and Literacy, (202) 732-2390

8. OBJECTIVES:

To identify and meet the workplace and basic skills needs of the workforce of the Santa Clara County Office of Education.

9. PROCEDURES:

After conducting a job skills study, the coordinator will assess enrollees and assist them in developing IEP. Basic skills students will receive one-on-one tutoring from trained volunteers and limited/English/proficient students will be placed in ESL classes. Support services will include career counseling for all as well as childcare and transportation assistance when needed.

10. OUTCOMES/RESULTS/PRODUCTS:

At least 60% of 200 potential participants will enroll in the program. Of those who complete their training, 90% will achieve their literacy goals and will demonstrate improved job performance.

A tutor training package including videos will be produced.

11. EDUCATIONAL LEVEL(S): Adult

12. TARGET POPULATION(S): Limited/English/proficient and/or basic skills level Santa Clara County Office of Education employees.

13. PLANNED NUMBER OF TRAINEES: 120

14. PARTNER (S): Service Employees International Union AFL/CIO, Local 715 and Santa Clara County Office of Education.

U. S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

1. PROGRAM TITLE: FY 1990 National Workplace Literacy Program (CFDA 84.198A)

2. PROJECT TITLE: COMPETITIVE SKILLS PROJECT

3. AWARD NUMBER: V198A00076

4. PROJECT DIRECTOR: Nick Kremer
AWARDEE/ El Camino Community College District
ADDRESS/ 16007 Crenshaw Boulevard
Torrance, CA 90506
TELEPHONE: 213/715-3123

5. FUNDS BY FISCAL YEAR:

Federal:	FY 1990	$ 241,133
Non-Federal:	FY 1990	$ 491,886
Total Funds:		$ 742,554

Federal Funds = 32% of total funds

6. AWARD PERIOD: June 18, 1990 to December 17, 1991

7. FEDERAL PROJECT OFFICER: Nancy Smith Brooks, DNP, (202) 732-2269
Sarah Newcomb, Division of Adult Education and Literacy, (202) 732-2390

8. OBJECTIVES:
Update basic skills of BP Chemicals/Hitco workforce in order to implement Total Quality Management practices and Computer Integrated Manufacturing Technology.

9. PROCEDURES:
Employees will be recruited to enroll in math, reading and ESL/VESL classes. The curriculum in the classes will be adapted according to results of the literacy audit.

10. OUTCOMES/RESULTS/PRODUCTS:
1. 300 employees will go through basic skills upgrade training.
2. A promotional/informational video tape and situation specific computer-assisted instructional materials will be developed.

11. EDUCATIONAL LEVEL(S): Post-secondary

12. TARGET POPULATION(S): Company employees

13. PLANNED NUMBER OF TRAINEES: 300

14. PARTNER (S): BP Chemicals/Hitco Advanced Materials Division ; Local 19, Glass, Molders, Pottery, Plastics and Allied Workers

U. S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

1. PROGRAM TITLE: FY 1990 National Workplace Literacy Program

2. PROJECT TITLE: Workplace Application of Basic Skills

3. AWARD NUMBER: V198A00198

4. PROJECT DIRECTOR: Chris Kneeland/Sally Robinson
AWARDEE/ Lutheran Family Services of Northern Colorado
ADDRESS/ 503 Remington
Fort Collins, CO 80524
TELEPHONE: 303/484-5955

5. FUNDS BY FISCAL YEAR:

Federal:	FY 1990	$ 95,899
Non-Federal:	FY 1990	$ 45,928
Total Funds:		$ 141,827

Federal Funds: = 68% of total funds

6. AWARD PERIOD: April 1, 1990 to October 31, 1991

7. FEDERAL PROJECT OFFICER: Nancy Smith Brooks, DNP, (202) 732-2269
Sarah Newcomb, Division of Adult Education and Literacy, (202) 732-2390

8. OBJECTIVES:

a. To research the workplace literacy needs of 3 job families at Hewlett Packard.
b. To design a workplace literacy skills training program for 3 targeted job families.
c. To deliver a basic skills training program to 80 employees.
d. To evaluate the efficiency and effectiveness of the program.

9. PROCEDURES:

Three job families within Hewlett Packard will be targeted for a literacy adult, with a curriculum developed to teach literacy skills needed for job tasks within the identified job families.

10. OUTCOMES/RESULTS/PRODUCTS:

The outcome of the training will be to diminish the discrepancies between employees' current skills and job requirements. The project and training program will be made available for replication industry-wide.

11. EDUCATIONAL LEVEL(S): Adult intermediate literates

12. TARGET POPULATION(S): Intermediate literate workers in a high tech industry.

13. PLANNED NUMBER OF TRAINEES: 80

14. PARTNER (S): Hewlett Packard of Fort Collins, Colorado State University Division of Continuing Education, and Lutheran Family Services of Northern Colorado.

U. S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

1. PROGRAM TITLE: FY 1990 National Workplace Literacy Program

2. PROJECT TITLE: Joint Upward Mobility Project (JUMP)

3. AWARD NUMBER: V198A00005

4. PROJECT DIRECTOR: Ruth S. Howell
AWARDEE/ Greater Hartford Community College
ADDRESS/ 61 Woodland Street
Hartford, CT 06105
TELEPHONE: 203/520-7849

5. FUNDS BY FISCAL YEAR:

Federal:	FY 1990	$ 379,946.00
Non-Federal:	FY 1990	$ 105,000.00
Total Funds:		$ 484,946.00

Federal Funds: = 30% of total funds

6. AWARD PERIOD: June 1, 1990 to November 30, 1991

7. FEDERAL PROJECT OFFICER: Nancy Smith Brooks, DNP, (202) 732-2269
Sarah Newcomb, Division of Adult Education and Literacy, (202) 732-2390

8. OBJECTIVES:
The JUMP Program will cover an 18 month period, and provide basic skills and literacy training to 590 individuals. The groups targeted for this training are potential entry-level employees and current employees in need of literacy training in order to maintain existing employment and/or be promoted.

9. PROCEDURES:
230 individuals will be trained at Greater Hartford Community College in 12 week cycles, with the end result being a job with one of the seven Alliance members. The 360 individuals currently employed will receive training linked directly to identified skill needs for job retention and advancement within the workplace. The JUMP Program will track these individuals after their training to see how many are retained, promoted and/or continue their education.

10. OUTCOMES/RESULTS/PRODUCTS:
1. To reduce turnover and to provide a pool of qualified entry-level employees; and (2) To institutionalize the program in Hartford and expand it to other areas of the country.

11. EDUCATIONAL LEVEL(S): Post-secondary GED preparation, ABE and jobs skills enhancement.

12. TARGET POPULATION(S): Present entry-level employees in need of skills enhancement for advancement, economically and educationally disadvantaged potential employees, and limited English proficient present and future employees.

13. PLANNED NUMBER OF TRAINEES: 590

14. PARTNER (S): CT. Bank & Trust, CT. National Bank, Aetna Life & Casualty, Hartford Ins. Group, Ensign-Bickford Corp., Pratt & Whitney Corp.

U. S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

1. PROGRAM TITLE: National Workplace Literacy Program (CFDA 84.198A)

2. PROJECT TITLE: Cafeteria Workers Skill Enhancement Training

3. AWARD NUMBER: V198A00023

4. PROJECT DIRECTOR: Mr. Minor Christian, Chair
AWARDEE/ Food & Beverage Workers Local 32 and Employers
ADDRESS/ Benefits Fund
1221 Massachusetts Ave., N.W.
Washington, D.C. 20005
TELEPHONE: 202/393-3232

5. FUNDS BY FISCAL YEAR:

Federal:	FY 1990	$ 338,580
Non-Federal:	FY 1990	$ 145,110
Total Funds:		$ 483,690

Federal Funds: = 70% of total funds

6. AWARD PERIOD: 4/1/90 - 9/30/91

7. FEDERAL PROJECT OFFICER: Nancy Smith Brooks, DNP, (202) 732-2269
Sarah Newcomb, Division of Adult Education and Literacy, (202) 732-2390

8. OBJECTIVES:
1. To demonstrate a joint labor-management-education approach to workplace literacy training for workers in the cafeteria industry.
2. To help workers qualify for the planned local industry certification program for food service workers.

9. PROCEDURES:
Develop a workplace learning curriculum for 240 workers to enhance job performance and broaden career advancement opportunities. Services will include counseling, development of individual educational plans, referral and linkage to other local educational and training programs, as well as additional support services to supplement existing employee benefits.

10. OUTCOMES/RESULTS/PRODUCTS:
Workers will gain greater competency in job-specific skills as well as life skills, and ESL as appropriate. These skills will help them work more effectively in their current jobs, as well as prepare for career advancement and certification. Information about the job-specific curriculum will be made available to other employers and unions in the food service industry.

11. EDUCATIONAL LEVEL(S): Adult

12. TARGET POPULATION(S): Adult workers (members of Local 32, Food & Beverage Workers, Washington, D.C.).

13. PLANNED NUMBER OF TRAINEES: 240

14. PARTNER (S): Food and Beverage Workers Local 32 and Employers Benefits Fund Education;AFL/CIO Human Resources Development Institute.

U. S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

1. PROGRAM TITLE: FY 1990 National Workplace Literacy Program (CFDA 84.198A)

2. PROJECT TITLE: Foundations: CraftMath/CommuniCraft Literacy for Residential Construction Industry

3. AWARD NUMBER: V198A00031

4. PROJECT DIRECTOR: Mr. John Zeller
AWARDEE/ Home Builders Institute
ADDRESS/ 15th and M Streets, N.W.
Washington, DC 20005
TELEPHONE: 202/822-0550

5. FUNDS BY FISCAL YEAR:

Federal:	FY 1990	$ 392,143
Non-Federal:	FY 1990	$ 170,060
Total Funds:		$ 562,203

Federal Funds = 30% of total funds

6. AWARD PERIOD: June 1, 1990 - November 31, 1991

7. FEDERAL PROJECT OFFICER: Nancy Smith Brooks, DNP, (202) 732-2269
Sarah Newcomb, Division of Adult Education and Literacy, (202) 732-2390

8. OBJECTIVES:
1. Modify and implement construction-based numeracy curriculum; and 2) Develop and implement a construction-based reading and verbal literacy curriculum.

9. PROCEDURES:
Companies in the residential construction industry will be asked to join the program and refer employees to the program. Contextual curriculum will be developed and delivered at a variety of locations. Train-the-trainer components will also be implemented.

10. OUTCOMES/RESULTS/PRODUCTS:
Curricula will be developed and made available for replication. Trainers manuals will be developed. Workers will receive literacy/numeracy training.

11. EDUCATIONAL LEVEL(S): Low achievers and adults

12. TARGET POPULATION(S): Residential construction industry workers

13. PLANNED NUMBER OF TRAINEES: 400

14. PARTNER (S): Suburban Maryland Building Industry Association
Home Builders Association of Louisville
North Carolina Home Builders Association
Oregon State Home Builders Association

U. S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

1. PROGRAM TITLE: FY 1990 National Workplace Literacy Program

2. PROJECT TITLE: Metro Atlanta Workplace Literacy Project

3. AWARD NUMBER: V198A00037

4. PROJECT DIRECTOR: Nelson Malavenda
AWARDEE/ Private Industry Council of Atlanta, Inc.
ADDRESS/ 100 Edgewood Avenue, Suite 1600
Atlanta, GA 30303
TELEPHONE: 404/658-6310

5. FUNDS BY FISCAL YEAR:

Federal:	FY 1990	$ 204,270
Non-Federal:	FY 1990	$ 107,330
Total Funds:		$ 311,600

Federal Funds: = 66% of total funds

6. AWARD PERIOD: April 1, 1990 - September 30, 1991

7. FEDERAL PROJECT OFFICER: Nancy Smith Brooks, DNP, (202) 732-2269
Sarah Newcomb, Division of Adult Education and Literacy, (202) 732-2390

8. OBJECTIVES:

a. To identify successful literacy intervention models for adults currently employed with small to mid-size businesses.

b. To demonstrate a public/private partnership to increase literacy in the workplace.

9. PROCEDURES:

The project will serve persons currently employed who need to upgrade their literacy skills to retain their current job or advance in the industry.

10. OUTCOMES/RESULTS/PRODUCTS:

At least 150 persons will successfully complete the Literacy Training Program and develop a minimum of 25 sites. Measurable outcomes will include reduced error rates, reduced absenteeism, and increased productivity.

11. EDUCATIONAL LEVEL(S): Post-secondary

12. TARGET POPULATION(S): Currently employed adult workers

13. PLANNED NUMBER OF TRAINEES: 170

14. PARTNER (S): Private Industry Council of Atlanta
Atlanta Chamber of Commerce
Literacy Action, Inc.

U. S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

1. PROGRAM TITLE: FY 1990 National Workplace Literacy Program (CFDA 84.198A)

2. PROJECT TITLE: Hawaii Consortium for Workplace Literacy - Project S.M.A.R.T

3. AWARD NUMBER: V198A00215

4. PROJECT DIRECTOR: Karla Jones
AWARDEE/ University of Hawaii, Employment Training Office
600 Pensacola Street, Bldg. 856
ADDRESS/ Honolulu, HI 96814
TELEPHONE: 808/548-5791

5. FUNDS BY FISCAL YEAR:

Federal:	FY 1990	$ 241,551
Non-Federal:	FY 1990	$ 103,522
Total Funds:		$ 345,073

Federal Funds = 70% of total funds

6. AWARD PERIOD: April 1, 1990 thru September 30, 1991

7. FEDERAL PROJECT OFFICER: Nancy Smith Brooks, DNP, (202) 732-2269
Sarah Newcomb, Division of Adult Education and Literacy, (202) 732-2390

8. OBJECTIVES:
1. 80% of the participants will increase math and reading skills by 1.5 grade levels for every 100 hours of instruction.
2. Participants' levels of self-esteem will be raised if students aprticipate for more than four weeks.
3. 50% of those failing the ACO Department of Personnel standardized entry exam will enter the literacy programs; 50% of the group will be able to pass this ACO exam after nine month's work.

9. PROCEDURES:
Identify skills needed to function as Asult Correction Officer. Interview and observe workers on the job and assess materials used by them to perform their jobs. Develop instructional materials that simulate specific job tasks.

10. OUTCOMES/RESULTS/PRODUCTS:
The ACO's will be able to understand the terminology, function according to behavior standards, locate and communicate information more effectively, problem solve and trouble shoot for inmates, read memos and schedules to illiterate inmates, and assist inmates.

11. EDUCATIONAL LEVEL(S): Postsecondary

12. TARGET POPULATION(S): Functionally illiterate adults, minorities.

13. PLANNED NUMBER OF TRAINEES: 591

14. PARTNER (S): Honolulu community College, Leeward Community College, Windward Community College, University of Hawaii - Hilo, Hilo Community college, Kauai Community College, United Public Workers and Hawaii State Department of Education.

U. S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

1. PROGRAM TITLE: FY 1990 National Workplace Literacy Program (CFDA 84.198A)

2. PROJECT TITLE: Skills Enhancement Literacy Project of Hawaii

3. AWARD NUMBER: V198A00219

4. PROJECT DIRECTOR: Lawrence Zane Ph.D.
AWARDEE/ University of Hawaii at Manoa, College of Education
ADDRESS/ Wist 216, Curriculum & Instruction
1776 University Ave.
Honolulu, HI 96822
TELEPHONE: 808/956-7834, 956-7989

5. FUNDS BY FISCAL YEAR:

Federal:	FY 1990	$ 273,063
Non-Federal:	FY 1990	$ 464,762
Total Funds:		$ 737,825

Federal Funds: = 37% of total funds

6. AWARD PERIOD: April 1, 1990 - September 30, 1991

7. FEDERAL PROJECT OFFICER: Nancy Smith Brooks, DNP, (202) 732-2269
Saran Newcomb, Division of Adult Education and Literacy, (202) 732-2390

8. OBJECTIVES:
To teach, upgrade and improve the job literacy skills needed by Sheraton Hotels in Hawaii employees to meet the literacy requirements of actual jobs; 2. To facilitate employee participation by providing support services to minimize barriers to learning; 3. To demonstrate and enhance active commitment of workplace literacy partners to meet the literacy needs cof Hawaii's workforce; 4. To modify and adapt workplace literacy skills model of FY '88 to include Makana and the neighboring island of Kauai; and 5. To field-test and refine the job-specific academic skills curriculum especially developed for the visitor industry.

9. PROCEDURES:
Adult workers will be encouraged to enroll in individual tutorials or group instruction in areas such as reading, writing, GED preparation, English as a second language modules. The project offers flexible scheduling, individualized program of instruction, job-specific instructional materials, open dooor policy & confidential enrollment.

10. OUTCOMES/RESULTS/PRODUCTS:
Literacy service will be expanded to seven Sheraton Hotels statewide. A job-specific curriculum and Workplace Literacy Skills Demonstration model will be modified and adapted. Literacy skills of adult workers will be improved. Final report & external report wil be produced.

11. EDUCATIONAL LEVEL(S): Adult

12. TARGET POPULATION(S): Limited English proficient persons, women, minorities, disadvantaged

13. PLANNED NUMBER OF TRAINEES: 860

14. PARTNER (S): Sheraton Hotels in Hawaii (7 hotels involved) and University of Hawaii at Manoa, College of Education.

U. S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

1. PROGRAM TITLE: FY 1990 National Workplace Literacy Program (CFDA 84.198A)

2. PROJECT TITLE: Workplace Literacy Partners for the Manufacturing Industry in Chicago and Cook County

3. AWARD NUMBER: V198A00150

4. PROJECT DIRECTOR: Linda Mrowicki
AWARDEE/ Northwest Educational Cooperative
ADDRESS/ 1855 Mt. Prospect Road
Des Plaines, IL 60016
TELEPHONE: 708/803-3535

5. FUNDS BY FISCAL YEAR:
Federal: FY 1990 $ 396,591
Non-Federal: FY 1990 $ 468,215
Total Funds: $ 864,736
Federal Funds: = 46% of total funds

6. AWARD PERIOD: April 1, 1990 - September 30, 1991

7. FEDERAL PROJECT OFFICER: Nancy Smith Brooks, DNP, (202) 732-2269
Sarah Newcomb, Division of Adult Education and Literacy, (202) 732-2390

8. OBJECTIVES:
To provide workplace literacy instruction to 873 workers and to develop a Basic Skills Curriculum Guide for the Manufacturing Industry.

9. PROCEDURES:
The project will conduct literacy audits to identify the basic skills needed in each company; assess workers at each site; develop customized curriculum; provide reading, writing, math, & ESL instruction; measure participants' learning, & measure the input of the training on the workplace.

10. OUTCOMES/RESULTS/PRODUCTS:
90% of the participating workers will satisfactorily demonstrate the target competencies for the course; increased productivity of the workplace and successful participation of company-sponsored technical training; and development of a basic skills guide for the manufacturing industry.

11. EDUCATIONAL LEVEL(S): Adult

12. TARGET POPULATION(S): Men, women, minorities, limited English speaking

13. PLANNED NUMBER OF TRAINEES: 873

14. PARTNER (S): Northeast Educational Cooperative, Management Association of IL, School District 214, Travelers and Immigrants Aid of Chicago.
BUSINESS: Bloomfield Industries; Bretford Manf.; Briskin Co.; DuPage Diecasting Co.; Duraco Inco, Electro-Motive Division of General Motors; Multigraphics & Shure Bros. Electronics.

U. S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

1. PROGRAM TITLE: FY 1990 National Workplace Literacy Program (CFDA 84.198A)

2. PROJECT TITLE: PROJECT WINAMAC

3. AWARD NUMBER: V198A00006

4. PROJECT DIRECTOR: Ms. Kaye Beall
AWARDEE/ El-Tip-Wa Career Center
ADDRESS/ PO Box 1168, 721 N. 6th St.
Logansport, IN 46947
TELEPHONE: 219/ 722-4266

5. FUNDS BY FISCAL YEAR:

Federal:	FY 1990	$ 146,901.00
Non-Federal:	FY 1990	$ 69,917.00
Total Funds:		$ 216,818.00

Federal Funds = 68% of total funds

6. AWARD PERIOD: June 6, 1990 - August 31, 1991

7. FEDERAL PROJECT OFFICER: Nancy Smith Brooks, DNP, (202) 732-2269
Sarah Newcomb, Division of Adult Education and Literacy, (202) 732-2390

8. OBJECTIVES:

To provide continuing and new hourly wage earners at Winamac Division with the necessary training for them to be able to: comprehend and interpret the Quality Manual, apply statistical process control, complete required forms, and implement safety procedures.

9. PROCEDURES:

1. Performing a task analysis for the job.
2. Developing a competency based curriculum - validate competencies, criterion - referenced assessment, job/basic skills integration, & skills mastery.

10. OUTCOMES/RESULTS/PRODUCTS:
A curriculum, lesson plans, and criterion referenced measures will be developed specifically for training hourly wage earners at Winamac Division. A comparison of CASAS Employability system pre and post-test; absenteeism, accident, and turn over rates will be available.

11. EDUCATIONAL LEVEL(S): Adult

12. TARGET POPULATION(S): hourly wage earners

13. PLANNED NUMBER OF TRAINEES: 285

14. PARTNER (S): Winamac Division and El-Tip-Wa Career Center

U. S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

1. PROGRAM TITLE: FY 1990 National Workplace Literacy Program (CFDA 84.198A)

2. PROJECT TITLE: Lafayette Adult Reading Academy and St. Elizabeth Hospital Employee Literacy Program

3. AWARD NUMBER: V198A00067

4. PROJECT DIRECTOR: Beth Hensley
AWARDEE/ Lafayette Adult Reading Academy/Lafayette School Corporation
ADDRESS/ 604 N. 6th St.
Lafayette, IN 47901
TELEPHONE: 317/742-1595

5. FUNDS BY FISCAL YEAR:

Federal:	FY 1990	$ 60,956
Non-Federal:	FY 1990	$ 26,124
Total Funds:		$ 87,080

Federal Funds: = 70% of total funds

6. AWARD PERIOD: June 1, 1990 - November 30, 1991

7. FEDERAL PROJECT OFFICER: Nancy Smith Brooks, DNP, (202) 732-2269
Sarah Newcomb, Division of Adult Education and Literacy, (202) 732-2390

8. OBJECTIVES:
1. To develop a literacy program at St. Elizabeth Hospital which addresses reading, writing and math skills.
2. To prepare training modules which help employees handle documents and forms, record data, fulfill writing assignments, and problem solve.
3. To disseminate materials to sister hospitals.

9. PROCEDURES:
Moduluar materials will be written to address needs identified in each participating service area. The Project Director will utilize the modules to train targeted employees during regular working hours. Hospital supervisors will monitor employee performance to determine application of skills to actual tasks. The Project Director will make presentations at health care conferences.

10. OUTCOMES/RESULTS/PRODUCTS:
1. At least 80% of participants who receive training will demonstrate increased successes in reading documents, handling forms, writing memos and narratives, collecting/recording data.
2. At least two complete sets of training materials will be written which address targeted departmental literacy needs.

11. EDUCATIONAL LEVEL(S): Adult education; comprised of beginning, intermediate, and advanced readers

12. TARGET POPULATION(S): newly hired and experienced employees in the service areas of Food and Nutrition, Housekeeping, etc.

13. PLANNED NUMBER OF TRAINEES: at least 50

14. PARTNER (S): Lafayette Adult Reading Academy and St. Elizabeth Hospital.

U. S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

1. PROGRAM TITLE: FY 1990 National Workplace Literacy Program (CFDA 84.198A)

2. PROJECT TITLE: Workplace Communication Skills, Workplace Basic Skills, & Literacy Training in UAW/Chrysler Region 3

3. AWARD NUMBER: V198A00078

4. PROJECT DIRECTOR: Rex Ward
AWARDEE/ Indiana Vocational Technical College
ADDRESS/ One West 26th Street
P.O. Box 1763
Indianapolis, IN 46206
TELEPHONE: 317/921-4772

5. FUNDS BY FISCAL YEAR:

Federal:	FY 1990	$ 298,834
Non-Federal:	FY 1990	$ 134,925
Total Funds:		$ 433,739

Federal Funds = 60% of total funds

6. AWARD PERIOD: May 1, 1990 - October 31, 1991

7. FEDERAL PROJECT OFFICER: Nancy Smith Brooks, DNP, (202) 732-2269
Sarah Newcomb, Division of Adult Education and Literacy, (202) 732-2390

8. OBJECTIVES:
1) To enroll workers who need improvement of basic workplace related skills; 2) To provide instruction at convenient locations, on a flexible schedule with the supportive services necessary to assure participant success; and 3) To encourage workers to continue their education.

9. PROCEDURES:
Participants will be enrolled individually by UAW/Chrysler Counselors and Ivy Tech Instructors and an IDP specific to workplace related skills developed. Participants will receive individualized instruction incorporating work related documents and self-paced materials. Ivy Tech will further provide skill upgrading classes in basic reading and math, G.E.D. preparation, workplace communication, problem solving, and decision making. The UAW/Chrysler Regional Training Center Staff will ensure that the program enjoys full support form key plant management and labor staff.

10. OUTCOMES/RESULTS/PRODUCTS:
Employees will improve their job related literacy skills levels.

11. EDUCATIONAL LEVEL(S): Adult, with skill levels to below third grade.

12. TARGET POPULATION(S): 7400+ UAW/Chrysler employees

13. PLANNED NUMBER OF TRAINEES: A total of 250 minimum participants

14. PARTNER (S): UAW/Chrysler Region 3 Training Center (4 plants)
Indiana Vocational Technical College

U. S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

1. PROGRAM TITLE: FY 1990 National Workplace Literacy Program (CFDA 84.198A)

2. PROJECT TITLE: Project ACHIEVE - A Chance to Have Improved Employment Via Education

3. AWARD NUMBER: V198A00071

4. PROJECT DIRECTOR: Janet Steffens
AWARDEE/: Jefferson County Public Schools Adult Education Unit
ADDRESS/: Durrett Education Center
4409 Preston Highway
Louisville, KY 40213
TELEPHONE: 502/473-3400

5. FUNDS BY FISCAL YEAR:
Federal: FY 1990 $ 335,579
Non-Federal: FY 1990 $ 143,820
Total Funds: $ 479,399
Federal Funds: = 70% of total funds

6. AWARD PERIOD: June 1, 1990 - November 30, 1991

7. FEDERAL PROJECT OFFICER: Nancy Smith Brooks, DNP, (202) 732-2269
Sarah Newcomb, Division of Adult Education and Literacy, (202) 732-2390

8. OBJECTIVES:
1) To establish a partnership between JCP's Adult and local temporary agencies; 2) To develop a model delivery system for upgrading basic skills for temporary employment agency workers.

9. PROCEDURES:
To design curriculum, training model, and delivery system to improve workplace literacy skills in the clerical area; to provide support services; to develop employers' incentive plans.

10. OUTCOMES/RESULTS/PRODUCTS:
Three Hundred adult workers assessed and counseled in the areas of basic literacy, business skills, and organizational/personal skills; 240 workers trained in workplace literacy skills; and a comprehensive model delivery system for upgrading workplace literacy skills.

11. EDUCATIONAL LEVEL(S): Adult Education

12. TARGET POPULATION(S): Clerical workers hired by temporary employment agencies.

13. PLANNED NUMBER OF TRAINEES: 240

14. PARTNER(S): Data assistants, Personnel Pool, Tempo Temporaries, Kelly Services, Olsten Services, Metro Temporaries Inc., Falls City Temporaries, Paula York Personnel Inc, and Jefferson County Public Schools Adult Education.

U. S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

1. PROGRAM TITLE: FY 1990 National Workplace Literacy Program (CFDA 84.198A)

2. PROJECT TITLE: Project LEAP: The Labor Education Achievement Project

3. AWARD NUMBER: V198A00173

4. PROJECT DIRECTOR: Patricia L. Bennett
AWARDEE/ Maryland State Department of Education
ADDRESS/ 200 W. Baltimore Street
Baltimore, MD 21201
TELEPHONE: 301/333-2178

5. FUNDS BY FISCAL YEAR:

Federal:	FY 1990	$ 303,023
Non-Federal:	FY 1990	$ 340,232
Total Funds:		$ 643,255

Federal Funds: = 47% of total funds

6. AWARD PERIOD: April 1, 1990 - June 30, 1991

7. FEDERAL PROJECT OFFICER: Nancy Smith Brooks, DNP, (202) 732-2269
Sarah Newcomb, Division of Adult Education and Literacy, (202) 732-2390

8. OBJECTIVES:
Recruit and enroll 500 union and dislocated workers, offer 100 hours of instruction at 35 sites, increase participant ability levels, maintain attendance level of 90% and assure 75 workers earn a high school diploma.

9. PROCEDURES:
Interest/Awareness Inventories, Recruitment, Class Sites Established Information/Referral/Counseling, Literacy Audits, Development of Workplace Curriculums, Assessment of Students, Tailoring of Instruction, and Evaluation.

10. OUTCOMES/RESULTS/PRODUCTS:
700 clients served, 80-90% retention rate, 80-95% student attendance with release time, 50-80% increase in Basic computation skills; Developed specific curriculums for the Garment Industry; Developed training package on collaboration for Workplace Literacy Programs Student & Trainer Handbooks; Improved workplace morale, Donation of up to 1/2 release time for Baltimore City employees; Donated Public Service Announcements by Channel 11 (NBC affiliate), Donated project marketing video by Channel 11 and Donated marketing brochure by the Sunpapers.

11. EDUCATIONAL LEVEL(S): Secondary (Levels 5-9)

12. TARGET POPULATION(S): Literacy deficient or limited English proficient, Members of the AFL-CIO Metropolitan Council unions, State and local government employees, and dislocated workers.

13. PLANNED NUMBER OF TRAINEES: 500

14. PARTNER (S): The Metropolitan Baltimore Council of the AFL-CIO Unions and the Maryland State Department of Education.

U. S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

1. PROGRAM TITLE: FY 1990 National Workplace Literacy Program (CFDA 84.198A)

2. PROJECT TITLE: Massachusetts Workplace Education Projects

3. AWARD NUMBER: V198A00087

4. PROJECT DIRECTOR: Robert M. Bozarjian
AWARDEE/ Mass. Department of Ed./Bureau of Adult Ed.
ADDRESS/ 1385 Hancock Street
Quincy, MA 02169
TELEPHONE: 617/770-7473

5. FUNDS BY FISCAL YEAR:

Federal:	FY 1990	$ 511,486.00
Non-Federal:	FY 1990	$ 300,765.00
Total Funds:		$ 812,251.00

Federal Funds: = 63% of total funds

6. AWARD PERIOD: April 1, 1990 to September 30, 1991

7. FEDERAL PROJECT OFFICER: Nancy Smith Brooks, DNP, (202) 732-2269
Sarah Newcomb, Division of Adult Education and Literacy, (202) 732-2390

8. OBJECTIVES:

(a) To increase English Communication skills of the workforce; (b) To produce replicable workplace curriculum and materials; (c) To provide individualized educational planning and counseling; and (d) to increase employee production, retention, and safety.

9. PROCEDURES:

Employees will be enrolled in basic skills classes in the workplace to enable them to improve literacy and English language skills to prepare them for new technology and changes in the workplace. Upon completion employees will have the skills necessary to implement quality production control and be able to work to their full professional capacity.

10. OUTCOMES/RESULTS/PRODUCTS:

Production of curriculum and materials. Completion of formative and summative evaluation. Strengthening institutionalization of workplace education programs at each worksite.

11. EDUCATIONAL LEVEL(S): Adult Basic Education.

12. TARGET POPULATION(S): At Risk Workers.

13. PLANNED NUMBER OF TRAINEES: 400

14. PARTNER (S): Mass. Department of Education
Mass. Department of Employment and Training
(6) Workplace Education Business/Learning Provider Partnerships

U. S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

1. PROGRAM TITLE: FY 1990 National Workplace Literacy Program (CFDA 84.198A)

2. PROJECT TITLE: WORKPLACE LITERACY PROJECT

3. AWARD NUMBER: V198A00009

4. PROJECT DIRECTOR: Linda J. Belknap and James Hacker
AWARDEE/ Central Michigan Univ./Michigan Institute for Adult Learning and Literacy
ADDRESS/ Ronan Hall
Mt. Pleasant, MI 48859
TELEPHONE: 517/774-6793

5. FUNDS BY FISCAL YEAR:

Federal:	FY 1990	$ 278,969
Non-Federal:	FY 1990	$ 1,608.783
Total Funds:		$ 1,887,752

Federal Funds: = 15% of total funds

6. AWARD PERIOD: April 1, 1990 to September 30, 1991

7. FEDERAL PROJECT OFFICER: Nancy Smith Brooks, DNP, (202) 732-2269
Sarah Newcomb, Division of Adult Education and Literacy, (202) 732-2390

8. OBJECTIVES:
The Michigan Institute for Adult Learning and Literacy will provide competency-based job related basic skills instruction to 400 workers in UAW-GM plants. Project results will be evaluated, generalizability determined, and pertinent outcomes disseminated as a model for others.

9. PROCEDURES:
Skills 2000, a recruitment and motivational tool, will be used to raise workers' awareness of the importance of developing their basic skills. CASAS will be used for assessment and curriculum management. Local school districts will provide experienced, certified teachers for instruction.

10. OUTCOMES/RESULTS/PRODUCTS:
Through an exemplary partnership between the Michigan Institute for Adult Learning and Literacy, the Michigan Department of Education, and the UAW-GM Human Resource Center, the basic skill level of 400 UAW-GM workers will be upgraded to meet the increased skill requirements of their changing workplace and to enhance their opportunities for career advancement through on-the-job training. Skills 2000 and CASAS, which are existing instruments, will be evaluated.

11. EDUCATIONAL LEVEL(S): Adult Basic Skills

12. TARGET POPULATION(S): UAW-GM workers whose level of basic skills does not meet the demands of their changing workplace.

13. PLANNED NUMBER OF TRAINEES: 400

14. PARTNER (S): UAW-GM Human Resource Center, Michigan Department of Education, and Michigan Institute for Adult Learning and Literacy.

U. S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

1. PROGRAM TITLE: FY 1990 National Workplace Literacy Program (CFDA 84.198A)

2. PROJECT TITLE: Workplace Literacy Program for Great Lakes Steel Division: Tech Prep

3. AWARD NUMBER: V198A00020

4. PROJECT DIRECTOR: Dale Bradenburg
AWARDEE/ Industrial Technology Institute
ADDRESS/ 2901 Hubbard, P.O. Box 1485
Ann Arbor, MI 48106
TELEPHONE: 313/769-4397

5. FUNDS BY FISCAL YEAR:

Federal:	FY 1990	$ 229,997
Non-Federal:	FY 1990	$ 168,693
Total Funds:		$ 398,689

Federal Funds = 57.7% of total funds

6. AWARD PERIOD: June 1, 1990 - November 30, 1991

7. FEDERAL PROJECT OFFICER: Nancy Smith Brooks, DNP, (202) 732-2269
Sarah Newcomb, Division of Adult Education and Literacy, (202) 732-2390

8. OBJECTIVES:
To upgrade the skills of Great Lake Steel employees to enable them to enter and succeed in an associate degree program; to develop job-related curriculum based on the needs of hourly workers enrolled in the Electronics Technology Program at Wayne Community College; and to make recommendations to Wayne County Community College for revising their Electronics Technology Program.

9. PROCEDURES:
Students will use instructional materials developed in this project as a pre-requisite for entering the Electronics Technology Program at Wayne County Community College. Materials will reflect competency levels for entering the program, curriculum content, and workplace context.

10. OUTCOMES/RESULTS/PRODUCTS:
1. Instructional materials customized for Great Lakes employees; 2. Documentation providing guidelines for instructors and literacy center administrators using the materials; and 3. Decreased attrition of Great Lakes employees enrolled in the Electronics Technology Program.

11. EDUCATIONAL LEVEL(S): Secondary/post-secondary

12. TARGET POPULATION(S): Great Lakes Steel employees

13. PLANNED NUMBER OF TRAINEES: 240

14. PARTNER (S): Industrial Technology Institute, Great Lakes Steel, and Wayne County Commuity College

U. S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

1. PROGRAM TITLE: FY 1990 National Workplace Literacy Program (CFDA 84.198A)

2. PROJECT TITLE: RU Ready

3. AWARD NUMBER: V198A00060

4. PROJECT DIRECTOR: Virginia Lee Lussier
AWARDEE/ Provost Office
ADDRESS/ Rutgers University
18 Bishop Place
New Brunswick, NJ 08903
TELEPHONE: 201/932-8159

5. FUNDS BY FISCAL YEAR:

Federal:	FY 1990	$ 550,477
Non-Federal:	FY 1990	$ 481,090
Total Funds:		$1,031,567

Federal Funds = 53% of total funds

6. AWARD PERIOD: May 1, 1990 - October 31, 1991

7. FEDERAL PROJECT OFFICER: Nancy Smith Brooks, DNP, (202) 732-2269
Sarah Newcomb, Division of Adult Education and Literacy, (202) 732-2390

8. OBJECTIVES:
To develop a multi-faceted program in reading, writing, and computational skills, ESL courses, supervisory training, creative thinking and problem-solving activities. Project provides on-site instruction and incentives such as child care and educational counseling.

9. PROCEDURES:
There are four phases: testing and assessment; curriculum design; implementation of instructional modules; and evaluation.

10. OUTCOMES/RESULTS/PRODUCTS:
The development of innovative, effective, on-site reading, writing, and computational literacy programs, ESL courses, supervisory training, learning to learn, problem-solving, and creative thinking activities to raise educational levels, to increase job initiative, and to provide the skill requirements necessary for a changing workplace.

11. EDUCATIONAL LEVEL(S): Primarily sixth grade level and below.

12. TARGET POPULATION(S): Employees in physical plant maintenance, and ground crews, housekeeping, food services, orderlies, and laboratory workers.

13. PLANNED NUMBER OF TRAINEES: 650

14. PARTNER (S): Rutgers, the State University of New Jersey; Robert Wood Johnson University Hospital and St. Peter's Medical Center.

U. S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

1. PROGRAM TITLE: FY 1990 National Workplace Literacy Program (CFDA 84.198A)

2. PROJECT TITLE: Step Ahead: A Partnership for Better Health Care Communication

3. AWARD NUMBER: V198A00163

4. PROJECT DIRECTOR: Stephen A. Bernhardt & Paul R. Meyer
AWARDEE/ Department of English, Box 3E
ADDRESS/ New Mexico State University
Las Cruces, NM 88003
TELEPHONE: 505/646-2027; 646-1418

5. FUNDS BY FISCAL YEAR:

Federal:	FY 1990	$ 118,286
Non-Federal:	FY 1990	$ 72,447
Total Funds:		$ 190,733

Federal Funds = 62% of total funds

6. AWARD PERIOD: May 15, 1990 - November 15, 1991

7. FEDERAL PROJECT OFFICER: Nancy Smith Brooks, DNP, (202) 732-2269
Sarah Newcomb, Division of Adult Education and Literacy, (202) 732-2390

8. OBJECTIVES:
To provide on-site instruction at Memorial Medical Center in job-specific literacies ; to offer basic literacy instruction to hospital staff who read and write at marginal levels and to improve the quality of intra-hospital and hospital-patient communication by revising documentation that is difficult to read or work with.

9. PROCEDURES:
Hospital staff at a variety of skill levels will be encouraged to participate with release time in modular, job-specific courses in literacy and communication skills. Such courses will include writing memos, short reports and incident reports; reading and writing personnel evaluations; oral communication; and problem solving. Staff with more basic needs will receive one-on-one tutoring with literacy volunteers and will be encouraged to enroll in ABE and ESL programs. Internal hospital documentation and hospital-patient materials will be made more accessible to readers at a variety of skill levels.

10. OUTCOMES/RESULTS/PRODUCTS:
The communication skills and career advancement potential of participants will improve. Information about the project will be disseminated in print and at conferences.

11. EDUCATIONAL LEVEL(S): Adult basic, adult, ESL, postsecondary.

12. TARGET POPULATION(S): minorities, limited English proficient.

13. PLANNED NUMBER OF TRAINEES: 250-300

14. PARTNER (S): New Mexico State University & Memorial Medical Center

U. S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

1. PROGRAM TITLE: FY 1990 National Workplace Literacy Program (CFDA 84.198A)

2. PROJECT TITLE: Workplace Literacy Instruction for College Preparation of Health Care Workers

3. AWARD NUMBER: V198A00214

4. PROJECT DIRECTOR: Dr. Dolores Perin
AWARDEE/ CASE Institute for R & D in Occ. Ed.
ADDRESS/ City University of New York, Graduate School
33 West 42nd Street, 620 NC
New York, NY 10036
TELEPHONE: 212/642-2937

5. FUNDS BY FISCAL YEAR:

Federal:	FY 1990	$ 152,204
Non-Federal:	FY 1990	$ 67,400
Total Funds:		$ 219,604

Federal Funds: = 69.3% of total funds

6. AWARD PERIOD: May 1, 1990 - October 31, 1991

7. FEDERAL PROJECT OFFICER: Nancy Smith Brooks, DNP, (202) 732-2269
Sarah Newcomb, Division of Adult Education and Literacy, (202) 732-2390

8. OBJECTIVES:
To provide workplace instruction to health care workers to prepare them for college programs leading to career advancement.

9. PROCEDURES:
Classes will be given to nurses aides and health care attendants. Literacy curricula will be developed, 2nd keyed to college-level health care content; one curriculum is related to nursing and the other to health technologist occupations. Instructional methods include collaborative learning, study groups and videotapes to supplement classroom learning.

10. OUTCOMES/RESULTS/PRODUCTS:
Participants will be prepared to enter college nursing and health technologist programs. The project will be disseminated through a conference presentation and a document containing curriculum guidelines, classroom methods and evaluation instruments and data.

11. EDUCATIONAL LEVEL(S): (Participants have high school diplomas or equivalencies)

12. TARGET POPULATION(S): Women, minorities, disadvantaged

13. PLANNED NUMBER OF TRAINEES: 150

14. PARTNER (S): The New York City Central Labor Council, AFL-CIO Workplace Literacy Program, and the CASE Institute for R & D in Occ. Ed of the City University of New York Graduate School.

U. S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

1. PROGRAM TITLE: FY 1990 National Workplace Literacy Program (CFDA 84.198A)

2. PROJECT TITLE: BROOKLYN WORKPLACE LITERACY PROJECT

3. AWARD NUMBER: V198A00229

4. PROJECT DIRECTOR: Edward Maietta
AWARDEE/ Long Island University
ADDRESS/ University Center
Brooklyn, NY 11548
TELEPHONE: 718/403-1019 Ext. 2206

5. FUNDS BY FISCAL YEAR:

Federal:	FY 1990	$ 383,854.00
Non-Federal:	FY 1990	$ 176,025.00
Total Funds:		$ 559,879.00

Federal Funds = 68.5% of total funds

6. AWARD PERIOD: April 1, 1990 - September 30, 1991

7. FEDERAL PROJECT OFFICER: Nancy Smith Brooks, DNP, (202) 732-2269
Sarah Newcomb, Division of Adult Education and Literacy, (202) 732-2390

8. OBJECTIVES:
To provide instruction in spoken & written English (ESL) to 190 hospital workers & 60 unemployed adult immigrants; 2) provide ABE training to 120 hospital workers and 40 unemployed adults; 3) provide training toward GED completion to 190 hospital workers and 60 of the above unemployed adults; and 4) provide individualized instruction & counseling in applications of skills taught.

9. PROCEDURES:
Conduct Literacy Audits to determine instructional needs of sites, employees and unemployed participants; 2) Design curricula for classes and individualized instruction workshops based on data gathered above; and 3) Conduct ongoing project evaluation to improve methods.

10. OUTCOMES/RESULTS/PRODUCTS:
75% of participants will show increase in basic skill levels from pre to post test. 75% of students who take GED exam will pass. ESL students will improve at the rate of one competency level per three months of instruction.

11. EDUCATIONAL LEVEL(S): Equivalent to 4th through 12th grade

12. TARGET POPULATION(S): Hospital "Blue Collar" workers, unemployed adults.

13. PLANNED NUMBER OF TRAINEES: 550

14. PARTNER (S): Long Island University
Private Industry Council of New York

U. S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

1. PROGRAM TITLE: FY 1990 National Workplace Literacy Program (CFDA 84.198A)

2. PROJECT TITLE: Life Long Learning for Jobs

3. AWARD NUMBER: V198A00230

4. PROJECT DIRECTOR: Debra Inman
AWARDEE/ Piedmont Community College
ADDRESS/ P.O. Box 1197
1715 College Drive
Roxboro, Person County, NC 27573
TELEPHONE: 919/599-1181

5. FUNDS BY FISCAL YEAR:

Federal:	FY 1990	$ 300,707.00
Non-Federal:	FY 1990	$ 155,011.00
Total Funds:		$ 455,718.00

Federal Funds: = 66% of total funds

6. AWARD PERIOD: April 1, 1990 - September 30, 1991

7. FEDERAL PROJECT OFFICER: Nancy Smith Brooks, DNP, (202) 732-2269
Sarah Newcomb, Division of Adult Education and Literacy, (202) 732-2390

8. OBJECTIVES:
To improve employees' basic skills which are needed in the workplace in order that employees can: 1) function in their current jobs with increasing competence; 2) move laterally or upward; an 3) meet changing job requirements.

9. PROCEDURES:
Work with two major textile industries to establish the workplace literacy program in-plant on the work site. Assess ten (10) departments within the industries for literacy and technical skills requirements for each job within each department.

10. OUTCOMES/RESULTS/PRODUCTS:
1) Provide access to basic and technical literacy skills to 802 employees; 2) Assess skills/educational requirements for ten departments; 3) Upgrade 80 plant employees a minimum of three (3) grade levels by 9/30/91 and 4) Have 35 plant employees complete the General Education Equivalency (G.E.D.) requirements by 9/30/91.

11. EDUCATIONAL LEVEL(S): Adult Basic Education, secondary, and post-secondary.

12. TARGET POPULATION(S): Academically handicapped and disadvantaged, women, and minorities.

13. PLANNED NUMBER OF TRAINEES: 280 textile plant employees

14. PARTNER (S): Housewares Division of Burlington Industries Cavel Division of Collins and Aikman Corporation, and Piedmont Community College.

U. S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

1. PROGRAM TITLE: FY 1990 National Workplace Literacy Program (CFDA 84.198A)

2. PROJECT TITLE: Life Long Learning for World Class Manufacturing

3. AWARD NUMBER: V198A00120

4. PROJECT DIRECTOR: William D. Dowling
AWARDEE/ The Ohio State University
ADDRESS/ 29 West Woodruff, Room #160
Columbus, Ohio 43210
TELEPHONE: 614/292-5037

5. FUNDS BY FISCAL YEAR:

Federal:	FY 1990	$ 389,280.00
Non-Federal:	FY 1990	$ 191,724.00
Total Funds:		$ 581,004.00

Federal Funds: = 67% of total funds

6. AWARD PERIOD: April 1, 1990 - September 30, 1991

7. FEDERAL PROJECT OFFICER: Nancy Smith Brooks, DNP, (202) 732-2269
Sarah Newcomb, Division of Adult Education and Literacy, (202) 732-2390

8. OBJECTIVES:
1. To improve the literacy level of workers relative to their current job requirements.
2. To enable workers to adapt to a reconfiguration of their jobs.
3. To build a supportive environment for literacy training by identifying and meeting auxiliary needs of workers.

9. PROCEDURES:
1. Needs assessment including comparative analyses of worker and job task needs.
2. Development and adaptation of job context instructional materials.
3. Literacy training of workers in accordance with individualized educational plans that include support services.
4. Cooperation with community agencies for assistance for learners' needs which form barriers to their being successful learners.

10. OUTCOMES/RESULTS/PRODUCTS:
Determination of needed literacy competencies; Determination of changes in attendance at work, plan safety, efficiency in time usage, quality of product and; Determination of variables impinging on learning effectiveness.

11. EDUCATIONAL LEVEL(S): Adult

12. TARGET POPULATION(S): Employed industrial manufacturing workers

13. PLANNED NUMBER OF TRAINEES: Up to 500

14. PARTNER (S): The Ohio State University College of Ed.; United Auto Workers Local 969; and Inland Fisher Guide Division of General Motors

U. S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

1. PROGRAM TITLE: FY 1990 National Workplace Literacy Program (CFDA 84.198A)

2. PROJECT TITLE: Basic Skills Enhancement Training Project

3. AWARD NUMBER: V198A00017

4. PROJECT DIRECTOR: Margo Johnson
AWARDEE/ Toledo Area Private Industry Council
ADDRESS/ One Government Center
Suite 1900
Toledo, OH 43604
TELEPHONE: 419/244-3900

5. FUNDS BY FISCAL YEAR:

Federal:	FY 1990	$ 249,979
Non-Federal:	FY 1990	$ 199,500
Total Funds:		$ 449,479

Federal Funds = 56% of total funds

6. AWARD PERIOD: April 1, 1990 - September 30, 1991

7. FEDERAL PROJECT OFFICER: Nancy Smith Brooks, DNP, (202) 732-2269
Sarah Newcomb, Division of Adult Education and Literacy, (202) 732-2390

8. OBJECTIVES:
To enhance the basic skills of Toledo Jeep assembly plant employees.

9. PROCEDURES:
Customized basic skills curriculum, General Education Development course instruction, educational and academic advising, computer assisted learning, support services on-site at Toledo Assembly Plant.

10. OUTCOMES/RESULTS/PRODUCTS:
Deliver 550 units of instruction to 300 employees; participants in basic skills classes will show significant gain in achievement levels; 20% in GED classes will pass the GED test; increased participation in other in-plant classes; lower job absenteeism; higher compliance with plant safety regulations.

11. EDUCATIONAL LEVEL(S): Below High School Diploma

12. TARGET POPULATION(S): Employees at Chrysler Toledo Assembly Plant with inadequate math and reading skills.

13. PLANNED NUMBER OF TRAINEES: 300

14. PARTNER (S): University of Toledo, UAW-Chrysler National Training Center, Local #12, Chrysler Toledo Jeep Assembly Plant, and Toledo Private Industry Council.

U. S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

1. PROGRAM TITLE: FY 1990 National Workplace Literacy Program (CFDA 84.198A)

2. PROJECT TITLE: National Workplace Literacy Skills Builders: The Columbia-Willamette Workplace Literacy Consortium

3. AWARD NUMBER: V198A00158

4. PROJECT DIRECTOR: Dr. Pamela Transue
AWARDEE/ Portland Community College
ADDRESS/ P.O. Box 19000
Portland, OR 97219-0990
TELEPHONE: 503/244-6111

5. FUNDS BY FISCAL YEAR:
Federal: FY 1990 $ 399,061
Non-Federal: FY 1990 $ 171,026
Total Funds: $ 570,087
Federal Funds: = 70% of total funds

6. AWARD PERIOD: June 1, 1990 - November 30, 1991

7. FEDERAL PROJECT OFFICER: Nancy Smith Brooks, DNP, (202) 732-2269
Sarah Newcomb, Division of Adult Education and Literacy, (202) 732-2390

8. OBJECTIVES:
Address the increasing basic skills requirements of the changing workplace and target workers with inadequate skills for continued employment, increased productivity or career advancement.

9. PROCEDURES:
Education Partners will customize the training they offer. This will mean on-the-job observations and interviews with employees in targeted jobs, discussions with supervisors, and collection of the written materials used in or required to those jobs (e.g., manuals, bluepring computations, reference charts, certification examination materials, materials labeling). Training materials will be developed which incorporate the literacy skills necessary to that worker's job.

10. OUTCOMES/RESULTS/PRODUCTS:
The project will serve as a demonstration of workplace literacy training delivery. Reports will be provide a suitable structure for long term planning of/and dissemination to similar multi-industry workplace literacy efforts elsewhere.

11. EDUCATIONAL LEVEL(S): Post-secondary

12. TARGET POPULATION(S): Undereducated adults

13. PLANNED NUMBER OF TRAINEES: 300

14. PARTNER (S): Northwest Regional Education Laboratory, Clackamas Community College, Mt. Hood Community College, and Portland Community College.

U. S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

1. PROGRAM TITLE: FY 1990 National Workplace Literacy Program (CFDA 84.198A)

2. PROJECT TITLE: R.O.A.D to Success

3. AWARD NUMBER: V198A00010

4. PROJECT DIRECTOR: John Christopher
AWARDEE/ Pennsylvania Department of Education
ADDRESS/ 333 Market Street
Harrisburg, PA 17126-0333
TELEPHONE: 717/787-5532

5. FUNDS BY FISCAL YEAR:

Federal:	FY 1990	$ 838,348
Non-Federal:	FY 1990	$ 1,618.610
Total Funds:		$ 2,456.958

Federal Funds = 34% of total funds

6. AWARD PERIOD: April 1, 1990 - September 30, 1991

7. FEDERAL PROJECT OFFICER: Nancy Smith Brooks, DNP, (202) 732-2269
Sarah Newcomb, Division of Adult Education and Literacy, (202) 732-2390

8. OBJECTIVES:
This project includes six specific objectives that relate to the development, delivery and evaluation of a comprehensive job-centered model basic skills program for transportation equipment operators.

9. PROCEDURES:
A delivery system will be developed to deliver the R.O.A.D. to Success curriculum for use by state agencies, municipalities and private companies. Instructor training workshops will be conducted for six regional sites. Additional job-specific basic skills curricula will be developed which will include student workbooks for workers at the 0-4 level. Informational workshops will be conducted at several locations to provide technical assistance to relevant groups and agencies.

10. OUTCOMES/RESULTS/PRODUCTS:
This model curriculum will be useful to public and private transportation companies in Pennsylvania and throughout the nation that are affected by the CMVSA of 1986. The development of the curriculum, pilot testing of the course, and careful evaluation of the process and products will provide a model with national impact which will be distributed at cost.

11. EDUCATIONAL LEVEL(S): Adult Basic Education : 0-4,5-8,9-12

12. TARGET POPULATION(S): Commercial drivers

13. PLANNED NUMBER OF TRAINEES: 1,000

14. PARTNER (S): Pennsylvania Department of Education (PDE), Penn State University's Institute for the Study of Adult Literacy (ISAL), American Federation of State, County, Municipal Employees (AFSCME)

U. S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

1. PROGRAM TITLE: FY 1990 National Workplace Literacy Program (CFDA 84.198A)

2. PROJECT TITLE: Cumberland Hardwoods Model Skills Effectiveness Training for Workplace Literacy

3. AWARD NUMBER: V198A00058

4. PROJECT DIRECTOR: Mary Alice Spain
AWARDEE/ Crossville State Area Vo-Tech School
ADDRESS/ 715 North Miller Avenue
Crossville, TN 38555
TELEPHONE: 615/484-7502

5. FUNDS BY FISCAL YEAR:

Federal:	FY 1990	$ 83,741.00
Non-Federal:	FY 1990	$ 228,383.00
Total Funds:		$ 312,124.00

Federal Funds = 27% of total funds

6. AWARD PERIOD: July 1, 1990 - December 31, 1991

7. FEDERAL PROJECT OFFICER: Nancy Smith Brooks, DNP, (202) 732-2269
Sarah Newcomb, Division of Adult Education and Literacy, (202) 732-2390

8. OBJECTIVES:

1. Develop a public-private literacy partnership program which teaches functional literacy in the workplace.
2. Provide work-site classes which integrate occupation-focused technical content into the standard functional literacy program.
3. Provide each employee counseling and child care services.

9. PROCEDURES:

An on-site Adult Learning Center and Day Care Center will be provided for employees. Employees will be grouped into four job skill levels through task analysis for the job-related basic skills training. Training will provide job reading and numeracy materials and tasks with performance competency certification at each level.

10. OUTCOMES/RESULTS/PRODUCTS:

This project will provide a model that can be replicated by small businesses throughout Tennessee. Program curriculum will be published and distributed through ERIC and ASTD on a national level.

11. EDUCATIONAL LEVEL(S): Adult

12. TARGET POPULATION(S): Disadvantaged, women

13. PLANNED NUMBER OF TRAINEES: 114

14. PARTNER (S): Cumberland Hardwoods, Tennessee State Department of Adult Education, Tennessee State Department of Labor, Tennessee State Department of Employment Security, and Crossville State Area Vo-Tech School.

U. S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

1. PROGRAM TITLE: FY 1990 National Workplace Literacy Program (CFDA 84.198A)

2. PROJECT TITLE: Workplace Literacy for Limited English Proficient Garment Industry Workers

3. AWARD NUMBER: V198A00209

4. PROJECT DIRECTOR: Carol Clymer
AWARDEE/ El Paso Community College
ADDRESS/ P.O. Box 20500
El Paso, TX
TELEPHONE: 915/534-4159

5. FUNDS BY FISCAL YEAR:

Federal:	FY 1990	$ 390,921
Non-Federal:	FY 1990	$ 192,136
Total Funds:		$ 584,057

Federal Funds = 66% of total funds

6. AWARD PERIOD: July 1, 1990 - September 30, 1991

7. FEDERAL PROJECT OFFICER: Nancy Smith Brooks, DNP, (202) 732-2269
Sarah Newcomb, Division of Adult Education and Literacy, (202) 732-2390

8. OBJECTIVES:
(1) To develop a model workplace literacy program for LEP adults that has flexible instructional components. (2) To develop a series of 80 instructional video tapes that develop adult literacy skills for limited English proficient adults in the garment industry. (3) To provide academic counseling for participants so that individualized educational goals and plans of action are developed in order to retain at least 60% students in the program. (4) To provide child care and transportation to the participants in need.

9. PROCEDURES:
Employees will be recruited, assessed, and placed in either of three levels of instruction: entry, intermediate, or advanced. Classes will be held for two hours, two days a week at the six Levi Strauss plants in for twelve week semesters. Instruction will include reading, writing, speaking, listening, problem solving, reasoning, and interpersonal skills development. Content for the instruction will be job-specific and will foster independent learning skills using personalized video instruction.

10. OUTCOMES/RESULTS/PRODUCTS:
This project will develop a model workplace literacy program for the apparel industry that is replicable for other worksites using video tape instruction.

11. EDUCATIONAL LEVEL(S): Adult Education

12. TARGET POPULATION(S): Limited English Proficient

13. PLANNED NUMBER OF TRAINEES: 360

14. PARTNER (S): Levi Strauss and El Paso Community College

U. S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

1. PROGRAM TITLE: FY 1990 National Workplace Literacy Program (CFDA 84.198A)

2. PROJECT TITLE: Developing and Implementing Workplace Literacy: A Partnership Between North Harris County College and Houston Lighting & Power Co.

3. AWARD NUMBER: V198A00125

4. PROJECT DIRECTOR: Dr. Bonnie Longnion
AWARDEE/ North Harris County College
ADDRESS/ 250 Sam Houston Pkwy.
Houston, TX 77060
TELEPHONE: 713/591-3500

5. FUNDS BY FISCAL YEAR:

Federal:	FY 1990	$ 176,915
Non-Federal:	FY 1990	$ 191,159
Total Funds:		$ 368,074

Federal Funds = 48% of total funds

6. AWARD PERIOD: April 1, 1990 - September 30, 1991

7. FEDERAL PROJECT OFFICER: Nancy Smith Brooks, DNP, (202) 732-2269
Sarah Newcomb, Division of Adult Education and Literacy, (202) 732-2390

8. OBJECTIVES:
To develop and deliver an occupational model of literacy which integrates basic skills and job skills..

9. PROCEDURES:
Task analysis of job skills for literacy requirements; the development of curricula; development of a recruitment strategy; development of instructional systems and materials; development and administration of job-specific assessment instrument; delivery of a pilot demonstration class for 20 employees; formative and summative evaluations and revision of model; delivery of demonstration class to remaining 180 employees in need of training; develop continuation plan and long range tracking of participants.

10. OUTCOMES/RESULTS/PRODUCTS:

1) A specific intervention for target audience resulting in job retention;
2) An occupational literacy model that will be adapted for other companies;
3) Additional data to the growing data of workplace literacy

11. EDUCATIONAL LEVEL(S): Adult

12. TARGET POPULATION(S): Company employees; at risk of losing jobs, due to new federal regulations.

13. PLANNED NUMBER OF TRAINEES: 200

14. PARTNER (S): Houston Lighting & Power Company and North Harris County College.

U. S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

1. PROGRAM TITLE: FY 1990 National Workplace Literacy Program (CFDA 84.198A)

2. PROJECT TITLE: Rural Adventures in Workplace Literacy

3. AWARD NUMBER: V198A00225

4. PROJECT DIRECTOR: Carol Lynn Barton
AWARDEE/ College of Eastern Utah-San Juan Campus
ADDRESS/ 639 W. 100 S.
Blanding, Utah 84511
TELEPHONE: 801/678-2201 or 801/587-2254

5. FUNDS BY FISCAL YEAR:

Federal:	FY 1990	$ 294.050
Non-Federal:	FY 1990	$ 134,934
Total Funds:		$ 428,984

Federal Funds = 69% of total funds

6. AWARD PERIOD: April 1, 1990 - September 30, 1991

7. FEDERAL PROJECT OFFICER: Nancy Smith Brooks, DNP, (202) 732-2269
Sarah Newcomb, Division of Adult Education and Literacy, (202) 732-2390

8. OBJECTIVES:
1) Assess needs and develop curriculum materials for industries in southeastern Utah/northern Arizona; and 2) at least 120 employees will complete 120 hours of workplace literacy and basic skills instruction at a minimum proficiency level of at least 75%.

9. PROCEDURES:
Assess literacy needs of industry and develop curriculum materials in cooperation with industry personnel. Provide on-site literacy instruction through the use of a mobile computer laboratory. Employers will provide released time to selected employees.

10. OUTCOMES/RESULTS/PRODUCTS:
1) Availability of quality curriculum for workplace literacy which will be institutionalized; 2) More productive work force for selected industries; 3) Partnership between education and industry, and 4) Greater economic stability for selected participants.

11. EDUCATIONAL LEVEL(S): Adults

12. TARGET POPULATION(S): Adult workers in recreation/hospitality, office occupations, and computer application industries.

13. PLANNED NUMBER OF TRAINEES: 120

14. PARTNER (S): College of Eastern Utah/San Juan School District/Utah Navajo Industries/Southeastern Utah Private Industry Council.

U. S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

1. PROGRAM TITLE: FY 1990 National Workplace Literacy Program (CFDA 84.198A)

2. PROJECT TITLE: Workplace Literacy Project

3. AWARD NUMBER: V198A00091

4. PROJECT DIRECTOR: Julie V. Van Moorhem
AWARDEE/ Salt Lake Community College/Riverside
ADDRESS/ 1040 West 700 South
Salt Lake City, Utah 84014
TELEPHONE: 801/328-5573

5. FUNDS BY FISCAL YEAR:
Federal: FY 1990 $ 392,733
Non-Federal: FY 1990 $ 452,433
Total Funds: $ 845,166
Federal Funds = 46% of total funds

6. AWARD PERIOD: April 1, 1990 - September 30, 1991

7. FEDERAL PROJECT OFFICER: Nancy Smith Brooks, DNP, (202) 732-2269
Sarah Newcomb, Division of Adult Education and Literacy, (202) 732-2390

8. OBJECTIVES:
1. Provide workplace literacy training to approximately 225 employees at two firms.
2. Develop a state of the art model workplace literacy program.

9. PROCEDURES:
Following a literacy audit and task analyses at each company, curriculum will be designed and developed based on work materials. Classes will be implemented in the areas of math, reading, ESL, and communications skills necessary to perform effectively in the workplace. Conduct formative and summative evaluations.

10. OUTCOMES/RESULTS/PRODUCTS:
Increased workplace literacy skills which will prepare employees for technology upgrade training and promotion opportunities; specific objectives relate to following written instruction, work-related vocabulary, oral communications skills, documents literacy, math; development of curriculum materials; conduct workplace literacy conference.

11. EDUCATIONAL LEVEL(S): Adult

12. TARGET POPULATION(S): Employees

13. PLANNED NUMBER OF TRAINEES: 225

14. PARTNER (S): National Semiconductor Corporation - Salt Lake City

U. S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

1. PROGRAM TITLE: FY 1990 National Workplace Literacy Program (CFDA 84.198A)

2. PROJECT TITLE: Vermont Adult Basic Education/General Electric Workplace Literacy Project

3. AWARD NUMBER: V198A00096

4. PROJECT DIRECTOR: Judith Lashof
AWARDEE/ Vermont Institute for Self-Reliance (VISR)
ADDRESS/ c/o Southwest Vermont Adult Basic Education (SWVTABE)
128 Merchants Row, Rm 205
Rutland, VT 05101
TELEPHONE: 802/775-0617

5. FUNDS BY FISCAL YEAR:

Federal:	FY 1990	$ 225,638
Non-Federal:	FY 1990	$ 199,641
Total Funds:		$ 425,279

Federal Funds = 53% of total funds

6. AWARD PERIOD: April 1, 1990 - September 30, 1991

7. FEDERAL PROJECT OFFICER: Nancy Smith Brooks, DNP, (202) 732-2269
Sarah Newcomb, Division of Adult Education and Literacy, (202) 732-2390

8. OBJECTIVES:

Increased literacy level of participants; improved employee performance due to increased reading levels; evaluate responsive text as a learning vehicle for adults; and Holistic Assessment & Responsive Text specific to the workplaces.

9. PROCEDURES:

Holistic assessment of literacy improvement needs, individualized educational plan, small instructor-led classes, Responsive Text-an interactive instructional software tool designed for the project using workplace materials, Responsive Text Brush Up Lab.

10. OUTCOMES/RESULTS/PRODUCTS:

Recruit 320 participants in ways which maintain their dignity and overcome barriers to their participation; Assess participants with a custom designed holistic assessment and provide literacy services using the integrated instructor/Responsive text learning method.

11. EDUCATIONAL LEVEL(S): ABE levels I,II,+ III in reading

12. TARGET POPULATION(S): Workers at General Electric and the Burlington Electric Department who lack reading skills needed on the job.

13. PLANNED NUMBER OF TRAINEES: 314

14. PARTNER (S): General Electric Aircraft Engines, Rutland, VT; and Vermont Institute for Self-Reliance.

U. S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

1. PROGRAM TITLE: FY 1990 National Workplace Literacy Program (CFDA 84.198A)

2. PROJECT TITLE: REEP/Hotel Workplace Literacy Project

3. AWARD NUMBER: V198A00030

4. PROJECT DIRECTOR: Inaam Mansoor
AWARDEE/ Arlington Public Schools
ADDRESS/ Wilson School/REEP Program
1601 Wilson Blvd.
Arlington, VA 22209
TELEPHONE: 703/358-4200

5. FUNDS BY FISCAL YEAR:

Federal:	FY 1990	$ 358,120
Non-Federal:	FY 1990	$ 394,767
Total Funds:		$ 752,887

Federal Funds = 52% of total funds

6. AWARD PERIOD: April 1, 1990 - September 30, 1991

7. FEDERAL PROJECT OFFICER: Nancy Smith Brooks, DNP, (202) 732-2269
Sarah Newcomb, Division of Adult Education and Literacy, (202) 732-2390

8. OBJECTIVES:
To expand the Workplace Literacy Project model to include Alexandria, Virginia; To increase the basic literacy and communication skills of up to 300 hotel employees in Arlington & Alexandria; and to develop computer assisted interactive audio and video instructional materials for the Workplace Literacy Project.

9. PROCEDURES:
A partnership to provide a program to meet the workplace literacy needs of limited/English/proficient (LEP) adults in the hotel industry. This project expands its efforts to four additional hotels in Arlington and in Alexandria. Hotels providing 400 training slots, serving about 300 hotel employees in the housekeeping and food and beverage departments.

10. OUTCOMES/RESULTS/PRODUCTS:
Up to 300 hotel employees will upgrade their basic literacy and communication skills. Computer assisted interactive audio and video materials will be developed.

11. EDUCATIONAL LEVEL(S): Literacy and Adult Basic Skills Level

12. TARGET POPULATION(S): Limited English Speaking Adults

13. PLANNED NUMBER OF TRAINEES: 400 slots - 300 individual trainees

14. PARTNER (S):
Arlington and Alexandria Public Schools and Chambers of Commerce, Days Hotel CC, Embassy Suites Hotel, Best Western Executive Inn, Hyatt Arlington, Hyatt Regency CC, Quality Hotel, Stouffer Concourse Hotel, Days Inn Arlington Blvd., Holiday Inn, Ballston, Holiday Inn Crown Plaza, Sheraton National, Guest Quarters, Alexandria, Old Colony Inn, and Ramada Hotel.

U. S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

1. PROGRAM TITLE: FY 1990 National Workplace Literacy Program (CFDA 84.198A)

2. PROJECT TITLE: Workplace 2000

3. AWARD NUMBER: V198A00156

4. PROJECT DIRECTOR: Carol Jean Reuther
AWARDEE/ West Virginia Northern Community College
ADDRESS/ College Square
Wheeling, WV 26003
TELEPHONE: 304/233-5900

5. FUNDS BY FISCAL YEAR:

Federal:	FY 1990	$ 440,976
Non-Federal:	FY 1990	$ 230,593
Total Funds:		$ 671,569

Federal Funds = 65.7% of total funds

6. AWARD PERIOD: April 1, 1990 - September 30, 1991

7. FEDERAL PROJECT OFFICER: Nancy Smith Brooks, DNP, (202) 732-2269
Sarah Newcomb, Division of Adult Education and Literacy, (202) 732-2390

8. OBJECTIVES:
For 1200 Weirton Steel employees will achieve specified levels of competency in the basic skills required to keep pace with the changing demands of their workplace. Job-related skills training will be provided in reading, writing, mathematics, oral communications, time management, problem solving & decision making, and computer skills.

9. PROCEDURES:
Using functional context curricula developed specifically for this project, instructors experienced in teaching adults in an industrial environment will train employees in either small group sessions or in a self-paced, open lab setting. On-going assessment will allow for any required modifications to the training throughout the project.

10. OUTCOMES/RESULTS/PRODUCTS:
Attainment of competency will result in improved job performance, which in turn, will positively impact on productivity, product quality, safety, and career advancement. Competency achievement will be measured by performance based testing while the impact of training on job performance will be assessed by both trainees and supervisors.

11. EDUCATIONAL LEVEL(S): Adult and Post-secondary

12. TARGET POPULATION(S): A veteran workforce averaging 43 years in age, which includes both minorities and women.

13. PLANNED NUMBER OF TRAINEES: 1200

14. PARTNER (S): West Virginia Northern Community College & Weirton Steel Corporation

U. S. Department of Education
Office of Vocational and Adult Education (OVAE)
Division of National Programs (DNP)

1. PROGRAM TITLE: FY 1990 National Workplace Literacy Program (CFDA 84.198A)

2. PROJECT TITLE: Wisconsin Workplace Partnership Training Program

3. AWARD NUMBER: V198A00062

4. PROJECT DIRECTOR: Donna Manly
AWARDEE/ Wisconsin Board of Vocational, Technical and Adult Education
ADDRESS/ 310 Price Place, P.O. Box 7874
Madison, Wisconsin 53707
TELEPHONE: 608/266-7830

5. FUNDS BY FISCAL YEAR:

Federal:	FY 1990	$ 494,034
Non-Federal:	FY 1990	$ 482,666
Total Funds:		$ 976,700

Federal Funds = 50.6% of total funds

6. AWARD PERIOD: April 1, 1990 thru May 31, 1991

7. FEDERAL PROJECT OFFICER: Nancy Smith Brooks, DNP, (202) 732-2269
Sarah Newcomb, Division of Adult Education and Literacy, (202) 732-2390

8. OBJECTIVES:
A partial listing of objectives includes: 1) providing workplace basic skills instruction to 1,113 employees; 2) providing English-as-a second Language instruction to 63 workers; 3) assessing the basic skills competencies of 1,038 employees; 4) training 455 employees as "peer advisors"; and 5) analyzing 160 job classifications for basic educational skill levels.

9. PROCEDURES:
Employees at 11 participating worksites will be oriented to program services. Participation will be encouraged by trained "peer advisors." The labor-management-education partners will evaluate the program on an on-going basis. Vocational, Technical and Adult Education (VTAE) college instructors will provide workplace basic skills training based upon an individualized education plan developed with the worker, the needs of the employer and relevant job task analyses. Participant skill levels and progress will be assessed in a confidential manner by qualified VTAE college instructors.

10. OUTCOMES/RESULTS/PRODUCTS:
The objectives identified above will be realized. In addition, the labor-management-education partnership program will be promoted and project information will be shared with interested parties. Professional development opportunities will be provided for VTAE staff and private sector participants.

11. EDUCATIONAL LEVEL(S): No restrictions.

12. TARGET POPULATION(S): Employees needing workplace basic skills training.

13. PLANNED NUMBER OF TRAINEES: 1,113

14. PARTNER (S): Wisconsin Board of Vocational, Technical and Adult Education, Wisconsin State AFL-CIO, Wisconsin Manufacutrers and Commerce

RESOURCE GUIDE

for the

NATIONAL WORKPLACE LITERACY PROGRAM

U.S. DEPARTMENT OF EDUCATION

OFFICE OF VOCATIONAL AND ADULT EDUCATION

DIVISION OF NATIONAL PROGRAMS

RESOURCE GUIDE

for the

NATIONAL WORKPLACE LITERACY PROGRAM

Prepared by: Division of National Programs
Office of Vocational and Adult Education
U.S. Department of Education
Washington, DC 20202-7242

For further information contact: Nancy Smith Brooks
Division of National Programs
202/732-2269

This Resource Guide for the National Workplace Literacy Program provides a number of references for practitioners, educators, industry personnel and researchers who wish to learn more about workplace literacy.

This guide consists of four sections:

I. List of the current grantees
II. Program Fact Sheet
III. Resource List
IV. Related projects

Please contact Nancy Smith Brooks with additions or corrections to this guide.

UNITED STATES
DEPARTMENT OF EDUCATION
OFFICE OF PUBLIC AFFAIRS
(202) 732-4576

NEWS
MEDIA UPDATE

ATTENTION: EDUCATION EDITOR May 16, 1990

A review of current programs and projects at the U.S. Department of Education. Use upon receipt.

CONTACT: Bill Hervey (202) 732-4308

ITEM: WORKPLACE LITERACY GRANTS FUNDED -- The U.S. Department of Education's Office of Vocational and Adult Education has made 39 awards to fund workplace literacy programs to help upgrade the skills of the nation's workforce. The grants are made under the authority of the Adult Education Act (P.L. 91-230), as amended. Twenty-six states and the District of Columbia received a total of $11.9 million.

"In order for the U.S. to compete in a global economy, it is essential to have a more literate and skilled workforce," said Assistant Secretary Betsy Brand. "These grants are designed to foster partnerships between our schools and our businesses to promote new employment, job retention and career advancement of employees as well as boost productivity."

Projects funded focus on basic literacy skills needed in the workplace and generally use reading and math materials from the job as curriculum. The funded projects address such needs as:

-- math and literacy training for residential construction workers;

-- basic skills instruction for health care workers to provide better services;

-- English as a Second Language (ESL) training for hotel workers;

-- basic skills training for workers dealing with dangerous equipment so they can heed warnings and improve worksite safety.

Each of the awards goes to a partnership including at least one private organization and one educational institution. The grants are intended to cover 70 percent of total program costs, with the remaining costs covered by the partners. Private organization partners often donate employee release time or bonus payments for employees who participate in the program.

###

NOTE TO EDITORS: Attached is a list of grant recipients.

1990 NATIONAL WORKPLACE LITERACY PROGRAM AWARDS

ALABAMA	
Wallace State Community College, Hanceville Frances Mauldin (205) 352-2090	$355,334
CALIFORNIA	
California Human Development Corporation; Farmworker Program, Santa Rosa Aurelio Hurtado (707) 449-8860	171,392
California Human Development Corporation; Hawaii Human Development, Santa Rosa Jackson Menze (707) 523-1155	161,236
Santa Clara County Office of Education, Santa Clara Brenda Grey (408) 453-6800	194,451
El Camino Community College District, Torrance Nathaniel Jackson (213) 715-3123	241,133
COLORADO	
Lutheran Social Services of Colorado; Northern Regional Office, Fort Collins Chris Kneeland (303) 484-5955	95,899
CONNECTICUT	
Greater Hartford Community College, Hartford Frank Chiaramonte (203) 520-7800	379,946
DISTRICT OF COLUMBIA	
Food & Beverage Workers Union Local 32 & Employers Benefits Fund Minor Christian (202) 898-0303	338,580
Home Builders Institute John Zeller (202) 822-0550 for projects in: -- Louisville, Ky. -- Landover, Md. -- Salem, Ore. -- Salt Lake City, Utah	392,143
GEORGIA	
Private Industry Council, Atlanta Nelson Malavenda (404) 658-6310	204,270
HAWAII	
University of Hawaii at Honolulu, Honolulu Karla A. Jones (808) 548-5791	241,551
University of Hawaii at Manoa, Honolulu Lawrence Zane (808) 948-7834	273,063

ILLINOIS	
Northwest Educational Cooperative, Des Plaines Linda Mrowicki (708) 803-3535	$396,591
INDIANA	
El-Tip-Wa Career Center, Logansport Kaye Beall (219) 722-4266	146,901
Lafayette Adult Reading Academy, Lafayette Beth Hensley (317) 742-1595	60,955
Indiana Vocational-Technical College, Indianapolis Rex Ward (317) 921-4772	298,834
KENTUCKY	
Jefferson County Public Schools, Louisville Joyce Paul (502) 473-3290	335,579
MARYLAND	
Maryland State Department of Education, Baltimore Chuck Talbert (301) 333-2399	301,163
MICHIGAN	
Central Michigan University, Mt. Pleasant Robert McLauchlin (517) 774-6448	278,969
Industrial Technology Institute, Ann Arbor Diane Jordan (313) 769-4350	229,997
MASSACHUSETTS	
Massachusetts Department of Education, Quincy Robert Bozarjian (617) 770-7473	511,486
NEW JERSEY	
Rutgers, The State University of New Jersey, Piscataway Virginia Lussier (201) 932-7713	550,477
NEW MEXICO	
New Mexico State University, Las Cruces Stephen Bernhardt (505) 646-2306	118,286
NEW YORK	
Center for Advanced Study in Education, City University of New York, New York City Delores Perin (212) 642-2937	152,204
Long Island University, Brookville Edward Maietta (718) 403-1019	383,854
NORTH CAROLINA	
Piedmont Community College, Roxboro Jean Andrews (919) 599-1181	300,707

OHIO	
Ohio State University Research Foundation, Columbus Donna Roxey (614) 292-6471	$389,280
Toledo Area Private Industry Council, Toledo Sally Cook (419) 244-3900	249,979
OREGON	
Portland Community College/Open Campus, Portland Pamela J. Transue (503) 244-6111	399,061
PENNSYLVANIA	
Pennsylvania Department of Education, Harrisburg John Christopher (717) 787-5532	838,348
TENNESSEE	
Crossville State Area Vo-Tech School, Crossville James Purcell (615) 484-7502	83,741
TEXAS	
El Paso Community College, El Paso Candace Castillo (915) 775-6082	390,921
North Harris County College District, Houston Kenne Turner (713) 591-3500	176,915
UTAH	
College of Eastern Utah, Blanding Lynn Lee (801) 678-2201	294,050
Salt Lake Community College, Salt Lake City John Fritz (801) 967-4281	392,795
VERMONT	
Vermont Institutes/Self-Reliance Judith Lashof (802) 775-0617	225,638
VIRGINIA	
Arlington County Public Schools, Arlington Inaam Mansoor (703) 358-4200	358,120
WEST VIRGINIA	
West Virginia Northern Community College, Wheeling Carol Reuther (304) 233-5900 x311	440,976
WISCONSIN	
Wisconsin Board of Vocational, Technical and Adult Education, Madison Donna Manly (608) 266-7830	494,034

NATIONAL WORKPLACE LITERACY PROGRAM
FACT SHEET

What is Workplace Literacy?

Workplace literacy programs focus on the literacy and basic skills training workers need to gain new employment, retain present jobs, advance in their careers, or increase productivity. Curricula are developed by educators, working with employers and employee groups, who assemble written materials used on the job and who analyze specific jobs to determine what reading, computation, speaking and reasoning skills are required to perform job tasks effectively. By their nature, successful efforts to institute workplace literacy programs require strong partnerships among educators, employers and employees.

Who Participates?

Workers may be identified for participation in programs by the employer or they may identify themselves as interested in basic skills training. Workers may participate in programs to upgrade basic skills in order to deal with new technology or to transfer to new positions as old jobs are phased out. Other workers may receive English as a second language training to increase productivity or make them eligible for promotion. Workers also may learn speaking, listening, and problem-solving skills to maximize efficiency and participate in team work. Workplace literacy programs may be used to train new hires or may be used to train pools of applicants who will be screened for hiring by employers.

Why Are Workplace Literacy Programs Needed?

Workplace literacy programs were first established by employers unable to locate workers with sufficient basic skills to handle entry level jobs, and by employers who need to upgrade current employees' skills in response to new technology or market dislocations. A structural shift in the American economy from goods-producing to service-producing industries by the year 2000 will put most new jobs in management, sales and service. The number of minorities and women will increase as a percentage of the workforce and these groups will need training to qualify for jobs requiring further education. In addition to upgrading their basic skills, workers will also need skills for team work, goal setting, problem solving, as well as participative management. Life cycles for products and processes have been shortened and future jobs may be restructured about every seven years. Continuous learning and reskilling will therefore be a top priority in order to develop qualified people for available jobs.

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How Are Workplace Literacy Programs Established?

Most workplace literacy programs throughout the United States have been established without Federal assistance. Large businesses and industries frequently establish their own programs. Small organizations may pool resources to establish centers where training designed for a particular type of industry can be offered. Obtaining the cooperation of employee groups and designing a program to meet the mutual goals of employers and employees are essential. Programs are best presented as joint skill development efforts, career enhancement programs, or other programs acceptable to adult learners in a working environment. Usually employers offer release time which employees match with an equal share of personal time devoted to training. Employers and employee groups work together to establish on-site or nearby training locations.

What is the National Workplace Literacy Program?

Section 371 of the Adult Education Act authorizes the Secretary to make demonstration grants for job-related programs of literacy and basic skills that result in new employment, continued employment, career advancement or increased productivity for workers. Federal assistance in establishing workplace literacy programs is available to partnerships of education and business organizations through a competitive grant process under the U.S. Department of Education's National Workplace Literacy Program. The Federal government pays 70% of the costs of setting up the program, and a 30% match is required from the partners.

What Kinds of Projects Are Funded?

In FY 1988, $9.5 million went to 37 projects in 26 States. In FY 1990, $11.8 million went to 39 projects in 27 States; nine grantees received funding for a second time.

Partnerships vary with each project. Awards went to partnerships including State educational agencies, local educational agencies, universities, community colleges, community-based organizations, businesses, for-profit and nonprofit industries, labor unions, and private industry councils.

Who Conducts These Programs?

Grants are made to a partnership including at least one partner from group (a) and one partner from group (b) below:

(a) a business, industry, labor organization or private industry council; and

(b) a State or local educational agency, an institution of higher education or school (including an area vocational school, an employment and training agency, or community-based organization).

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Each project must be designed to improve the productivity of the workforce through one or more of these options:

* providing adult literacy and other basic skills services activities;

* providing adult secondary education services and activities that may lead to the completion of a high school diploma or its equivalent;

* meeting the literacy needs of adults with limited English proficiency;

* upgrading or updating basic skills of adult workers in accordance with changes in workplace requirements, technology, products or processes;

* improving the competency of adult workers in speaking, listening, reasoning, and problem solving; or

* providing for adult workers educational counseling, transportation, and child care services during non-working hours while the workers participate in the project.

When Can Applicants Apply?

Congress appropriated $19,726,000 for this program in FY 1991. An application package was published in the Federal Register on April 17, 1990. The closing date was July 13, 1990. The process of reviewing and evaluating applications submitted to the National Workplace Literacy Program has begun. We anticipate making about 71 grant awards. We expect this process to be completed by March 1, 1991, and will make awards at that time.

Congress has appropriated $19,251,000 for this program for FY 1992. An application package will be published in the Federal Register. The Federal Register is a publication issued every weekday by the National Archives and Records Administration listing all Federal agency regulations and legal notices, including details of all Federal grant competitions. This publication is available in most major libraries and by subscription from the Superintendent of Documents, Government Printing Office, Washington, DC 20402; telephone (202) 783-3232. The current domestic subscription price is $340 annually by regular second-class mail ($916 for first-class priority mail). Foreign subscriptions are $425 annually or $212.50 for six months. Checks should be payable to the Superintendent of Documents. VISA, Mastercard, CHOICE, and GPO deposit account orders are accepted.

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The application package will also be available from:

The Clearinghouse on Adult Education and Literacy
U.S. Department of Education
Mary E. Switzer Building, Room 4428
400 Maryland Ave., SW
Washington, DC 20202-7240
(202) 732-2396

For Further Information Contact:

Sarah Newcomb
Program Services Branch
Division of Adult Education
400 Maryland Avenue, SW
Switzer Building, Room 4428
Washington, DC 20202-7240
(202) 732-2390

or

Nancy Smith Brooks
Special Programs Branch
Division of National Programs
400 Maryland Avenue, SW
Switzer Building, Room 4512
Washington, DC 20202-7327
(202) 732-2269

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WORKPLACE LITERACY RESOURCE LIST

Approaches to Employment-Related Training (Kremer and Savage, editors, 1985) A program design guide for four settings of Vocational English as a Second Language (VESL) including workplace VESL. Available from ERIC or

Employment Training Network
560 "J" Street, #385
Sacramento, CA 95814
(916) 323-8055

Business Council on Effective Literacy
1221 Avenue of the Americas, 35th Floor
New York City, NY 10020
(212) 512-2415
A business-supported organization promoting general literacy efforts including in-company programs.

The Bottom Line: Basic Skills in Workplace
U.S. Departments of Labor and Education, 1988.
A basic document in federal workplace literacy efforts. Includes needs assessment, program design and some resources. Available from:

U.S. Government Printing Office.
(202) 783-3238
Order stock #029-000-004240-2.

Clearinghouse on Adult Education and Literacy
U.S. Department of Education
Switzer Building, Room 4428
400 Maryland Avenue, S.W.
Washington, D.C. 20202-7240
(202) 732-2396

ERIC Clearinghouse on Adult, Career and Vocational Education
Center on Education and Training for Employment
1900 Kenny Road
Columbus, OH 43210
(614) 292-4353
(800) 848-4815

ERIC Clearinghouse on Literacy Education for Limited English Proficient Adults and Out-of-School Youth
Center for Applied Linguistics
1118 22nd Street, N.W.
Washington, D.C. 20037
(202) 429-9292

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Industry-Based Bilingual Vocational Training: Increasing Employee Effectiveness on the Job. The contractor has produced two deliverables to date of interest to professionals working with limited English proficient adults: A Directory of Industry-Based Training Programs for LEP Adults (Thomas and Rhodes, 1989) and A Review of Related Literature (Cichon, Grover and Thomas, 1989). Available from:

Development Assistance Corporation
410 Dover Point Road
Dover, N. H. 03820
(603) 742-6300

Job Related Basic Skills: Cases and Conclusions (Sticht and Mikulecky, 1984). A conceptual model with specific cases used to illustrate. Written by two key researchers in the field. Available from:

ERIC Clearinghouse on Adult, Career, and Vocational Education
1960 Kenny Road
Columbus, OH 43210
(614) 292-4353
(800) 848-4815

Jump Start: The Federal Role in Adult Literacy (Forrest P. Chisman, 1989). This nonpartisan report examines the federal governments role in promoting adult literacy - what it is and what it should be.

The Southport Institute for Policy Analysis
2425 Post Road
Southport, CT 06490
(203) 259-8393

National Clearinghouse for Bilingual Education
George Washington University
1118 22nd Street, N.W.
Washington, D.C. 20037
(202) 467-0867
(800) 321-6223

National Network for Curriculum Coordination
in Vocational and Technical Education

CURRICULUM COORDINATION CENTERS

EAST CENTRAL--EC
Rebecca Douglass
IVCC/ECN
Sangamon State University, F-2
Springfield, IL 62794-9243
(217) 786-6375
AV01726

MIDWEST--MW
Richard Makin
State Department of Vocational and Technical Education
1500 W. Seventh Avenue
Stillwater, OK 74074-4364
(405) 377-2000 ext.252
AV04602

NORTHEAST--NE
Martha Pocsi
Div. of Vocational Education
New Jersey State Depart. of ED.
Crest Way
Aberdeen, NJ 07747
(201) 290-1900
AV03854

NORTHWEST--NW
Bill Daniels
Old Main - Room 478
Saint Martin's College
Lacey, WA 98503

(206) 438-4456
AV04602

SOUTHEAST--SE
Rebecca Love-Wilkes
Mississippi State University
Research and Curriculum Unit
P.O. Drawer DX
Mississippi State, MS 39762
(601) 325-2510
AV03101

WESTERN--W
Lawrence F. H. Zane
University of Hawaii
1776 University Avenue
Wist Hall 216
Honolulu, HI 96844-0001
(808) 948-7834
AV01476

Vocational English as a Second Language Resources 1988 (prepared by Clevesy and Kremer for Los Angeles Community College District). A recent bibliography of occupation specific materials. For further information contact:

Marilyn Urmston
Occupational and Technical Education
Los Angeles Community College District Office
617 West 7th Street, 11th Floor
Los Angeles, CA 90017

Workplace Basics: The Skills Employers Want (Carnevale, Gainer, and Meltzer, 1988). Prepared for the U.S. Department of Labor by the American Society for Training and Development. It discusses the importance of basic skills in competiveness, the skills employers want, and designing a workplace basics program. It is available from:

American Society for Training and Development
1630 Duke Street, Box 1443
Alexandria, VA 22313
(703) 683-8100

This list was compiled by:

Nick Kremer
El Camino College, Room H-19
16007 Crenshaw Blvd.
Torrance, CA. 90506
(213) 715-3123

and

Nancy Smith Brooks
US Dept. of Education
Switzer Bldg Rm 4512
Washington, D.C. 20202-7327
(202) 732-2269

12/90

NATIONAL ENGLISH LITERACY DEMONSTRATION PROGRAM FOR ADULTS OF LIMITED ENGLISH PROFICIENCY

A Research Study

Aguirre International
411 Borel Avenue, Suite 402
San Mateo, CA. 94402
(415) 349-1842

BACKGROUND

Census reports, now almost a decade old, estimate that some 4 to 6.5 million residents of the United States either speak no English or have only limited proficiency. Actual figures may be even higher. Additionally, up to 2.5 million permanent residents, most of whom are not fluent in English, may be added to the population through the Immigration Reform and Control Act (IRCA). Many (if not most) of these adults have only a few years of schooling in their home countries and lack the literacy skills needed to gain employment beyond entry level jobs or to participate fully in an English speaking society. A significant percentage of these adults are not able to make normal progress in English as a Second Language (ESL) programs because they have difficulty with written language. They have been designated as "ESL literacy students".

In many areas, Adult Basic Education (ABE) and literacy programs are not equipped to meet the educational needs of these adults. Most literacy materials are designed for English speaking adults who were born in this country and are familiar with the language and culture of the U.S. Consequently, vocabulary, structure, and content may not be appropriate for adults with limited proficiency in English. ESL programs, on the other hand, have difficulty serving non-literate adults since most ESL texts assume that even beginners are literate in their native language. As a result, many ESL teachers are ill-prepared to deal with students who cannot read textbooks or copy words from the blackboard.

In trying to serve adults who do not know how to read and write well in their first language, ABE and literacy programs face an additional challenge: how to deal with the great diversity of students that need help. In addition to the large numbers of Spanish or Creole speaking adults who enroll in ESL programs, there are students whose language is based on a non-alphabetic system, such as Chinese, or on a non-Roman alphabet, such as Khmer. Among the non-literate, the Hmong, who come from a culture with no literacy tradition, present a special challenge, since they may have difficulty grasping the very concept of print.

To date, there is no consensus on how best to serve the basic literacy needs of the ESL literacy students, and there have been no national studies identifying successful programs or documenting promising practices. Yet practitioners, policy makers, and researchers are expressing concerns about improving literacy and language learning for these adults. In response to these concerns, Congress created the **National English Literacy Demonstration Program for Adults of Limited English Proficiency** (authorized in Section 372(d) (1) of the Adult Education Act, P.L. 100-297, as amended.) Under this program, the U.S. Department of Education has commissioned a national research study to "identify effective and innovative instructional approaches, methods, and technologies used to provide literacy instruction for adult English as a Second Language literacy students." The contract was awarded to Aguirre International of San Mateo, California.

PURPOSE

The study is designed to provide information and support for programs that serve adult ESL literacy students. The major product of this study will be a "Handbook for Adult ESL Literacy Programs." To

gather information for the handbook, project staff will conduct a national study to identify and analyze exemplary programs that have implemented effective and innovative practices.

The study and the handbook will highlight models for program administration, assessment and placement, curriculum development, classroom instruction, and teacher training. In addition, the study will discuss innovative classroom materials and technologies and examine appropriate methods for teaching Spanish literacy to adults. The project will outline the "state of the art in adult ESL literacy" in the United States, document exemplary practices in the field, and make recommendations.

METHOD

The research design will include a case study of nine exemplary sites and will consist of several key activities: (1) **an adult ESL literacy research review**, culminating in a report on the state of the art of ESL literacy; (2) **a research framework for a case study** that guides the development of research instruments such as data collection instruments, interview guides, and classroom observation instruments; (3) **profiles of model programs** that outline those characteristics that make an ESL literacy program exemplary; (4) **site visits to programs** that meet the criteria established in the model profiles; and (5) **publication of the handbook** which will include curriculum modules illustrating current approaches to adult ESL literacy and innovative methods for teaching ESL literacy students.

HANDBOOK

The handbook will highlight the results of the study and make recommendations for administrators, teachers, and teacher educators interested in ESL literacy for language minority adults. It will contain chapters on the following: (1) information on second language acquisition and ESL literacy development; (2) effective approaches, methods, and techniques; (3) curriculum modules illustrating innovative and effective lessons; (4) current assessment, placement, and progress evaluation measures; (5) appropriate materials, resources, and technologies; (6) strategies for managing the multi-level classroom; (7) methods for teaching initial literacy in Spanish; (8) promising staff development efforts; (9) strategies for lesson planning; (10) program models for delivering quality ESL literacy services. A final technical report will discuss the research design and data analysis and outline unmet needs and future challenges.

Contract Period:	Apr 1990 - Oct 1991
Contract Number:	VN90002001
Award:	$ 814,980

CONTACTS

For information on the project, contact the following sources:

Contractor

Dr. Gloria J. A. Guth	Aguirre International
Project Director	411 Borel Ave., Suite 402
(415) 349-1842	San Mateo, CA 94402
Heide Spruck Wrigley	Aguirre International
Asst. Project Director	411 Borel Ave., Suite 402
(415) 349-1842	San Mateo, CA 94402

U.S. Department of Education

Laura Karl	400 Maryland Ave., S.W.
Project Officer	Room 4512, MES Building
(202) 732-2365	Washington, D.C. 20202
Joyce Campbell	400 Maryland Ave., S.W.
Project Liaison	Room 4428, MES Building
(202) 732-2412	Washington, D.C. 20202

INDUSTRY-BASED BILINGUAL VOCATIONAL TRAINING PROGRAMS: INCREASING EMPLOYEE EFFECTIVENESS ON THE JOB

Project Abstract

The overall goal of this project is to promote the implementation of Bilingual Vocational Training (BVT) in the private sector by developing and working with private sector and educational institution partnerships. Two major objectives are:

1. To demonstrate the effectiveness of Bilingual Vocational Training as a model for use in the private sector;
2. To develop a handbook for use by educational institution and company personnel to establish and provide Bilingual Vocational Training in the private sector.

The first major activity of the project was to conduct a literature review to support the project's intent. This review (Cichon, D., Grover, J., and Thomas, R., Industry-based bilingual vocational training: a review of related literature, February 1990) includes such topics as BVT and related program models and characteristics, job-related language and training needs of limited English proficient (LEP) employees, cross-cultural needs and training methods appropriate for the workplace, and issues in business/education partnerships. Along with this literature review, the project staff compiled a directory (Thomas, R. and Rhodes, P., Industry-based bilingual vocational training: a directory of programs for LEP adults, March 1990) of existing industry-based training programs for LEP adults.

The demonstration component of the project consists of nine operating partnerships (listed on the reverse side), representative of a diversity of geographic locations, workplace skills, and ethnic/language groups employed. The contractor provides technical assistance to these partnerships through on-site, phone, and materials support. Additionally, the contractor is evaluating the partnerships' impacts on the trainees.

Finally, two products have been prepared to provide assistance to personnel in establishing and improving BVT partnership programs in the workplace. These are entitled, Job-related language and literacy training for limited English proficient employees: Volume I: A guide for decision makers and Volume II: A handbook for program developers. The Guide presents basic information to enable those responsible for decisions about whether or not to implement a program to be as informed as possible through a brief synopsis of key information. The Handbook is a training guide and a reference resource for those who actually develop and implement the programs in detail. Both are being field-tested through use with the demonstration sites and revised for nationwide dissemination.

The activities and content of the project have been guided by a project Advisory Council, drawn from representatives of national business and industry, adult education, training, and LEP service agencies. The Advisory Council has met twice with the project staff to review plans and materials and to suggest additional resources.

CONTRACTOR:
Development Assistance Corporation
410 Dover Point Road
Dover, NH 03820
(603) 742-6300

FUNDING AGENCY:
U.S. Department of Education
Office of Vocational & Adult Educatior
Mary E. Switzer Bldg., Rm. 4512
330 C Street, SW
Washington, DC 20202-7242
(202) 732-2269

PROJECT DIRECTOR: Donald Cichon

PROJECT OFFICER: Nancy Brooks

CONTRACT PERIOD: April 1989 - May 1991
CONTRACT NUMBER: VN89002001
AWARD: $336,699

DEMONSTRATION PARTNERSHIPS

Hacienda La Puente Adult Education / Michelin Aircraft Tire Corporation	La Puente, CA
North East Independent School District / HEB Foods	San Antonio, TX
Tacoma Community House / Marriott Hotel	Tacoma, WA
Refugee Federation Service Center / ELDEC Corporation	Seattle, WA
Jefferson County Adult ESL Program / Sheraton Hotel	Lakewood, CO
Project DIRECTIONS, Normandale Community College Small Business Development Center / Medallion Kitchens	Bloomington, MN
Fairfax County Public Schools, Dept. of Adult and Community Education / First American Data Services	Falls Church, VA
Institute for Management and Technical Development, Middlesex Community College / W.C.I. Home Comfort Div.	Edison, NJ
Norwalk Community College / Pitney-Bowes	Norwalk, CT

COMMUNITY COLLEGE EFFORTS FOR LIMITED ENGLISH PROFICIENT VOCATIONAL STUDENTS

Project Abstract

November 1990

BACKGROUND

As demographics change, more and more of our nation's new residents and entrants to the workforce are limited English proficient (LEP). With LEP persons comprising a growing percentage of the labor pool, their need to participate in high quality vocational education programs increases. To meet their immediate need for training, vocational education programs are exploring ways to enroll and serve LEP students. By providing support services and incorporating job-related English language instruction into the vocational curriculum, vocational education programs have enrolled and served LEP students successfully, without waiting for them to become fully fluent in English.

The nation's community colleges are key providers of postsecondary and adult vocational education programs. They have long been committed to responding to the changing needs of an ever-changing student body, as well as to the changing needs of area employers, and are exploring ways to increase access for LEP students to their vocational education programs.

Community colleges have begun addressing this need with a variety of programs and services. Some provide support services that are specifically geared for adult LEP vocational students, including bilingual counseling, language tutoring, and job placement. Others have set up Vocational English as a Second Language (VESL) classes or learning labs. A few have instituted Bilingual Vocational Training (BVT) programs, a comprehensive program comprised of the following seven components: 1) recruitment, 2) intake and assessment, 3) adapted vocational instruction, 4) VESL instruction, 5) counseling, 6) job development/placement, and 7) coordination of all program services. Still others have chosen to institute only certain components of the BVT model.

The Bilingual Vocational Materials, Methods and Techniques Program was created by Congress under the Vocational Education Amendments of 1976. Its purpose is to assist in the development of instructional and curriculum materials, methods or techniques for vocational programs that serve LEP adults. Under this program, the U.S. Department of Education has awarded a contract to study community college efforts to increase access for LEP students to college vocational education programs. The contract was awarded to Capital Consulting Corporation of Dover, New Hampshire.

PURPOSE

The purpose of this project is to study community college programs and services for LEP vocational students. In order to identify and promote effective practices in community college vocational education programs, project objectives are to:

1) conduct a study of current efforts to increase access to and participation in community college vocational education programs for LEP adults; and

2) develop a handbook for administrators on how to increase access for LEP adults to vocational education programs.

METHODS AND PRODUCTS

The project staff will conduct the following key activities:

1) review the literature relating to programs and services for LEP adults in community college vocational education;
2) gather information directly from the community colleges in 15 targeted states (Arizona, California, Colorado, Connecticut, Florida, Illinois, Michigan, Minnesota, New Jersey, New Mexico, New York, Rhode Island, Texas, Virginia, and Wisconsin);
   inquiries will focus on:
   a) program models and components, such as BVT and VESL;
   b) support programs, such as prevocational ESL and basic ESL; and
   c) services, such as outreach, bilingual support, and placement;
3) develop an annotated list of community colleges with effective programs and services;
4) conduct nine site visits to observe exemplary programs and services in action; and
5) prepare a handbook for community colleges that presents and promotes effective programs, services and practices.

A Working Group with members representing national, state, and local community college organizations will meet periodically to review plans and guide the activities of the project.

CONTRACT PERIOD:
Oct. 1990 - Mar. 1992
CONTRACT NUMBER: VN900050
AWARD: $350,292

CONTACTS

For information on the project, contact the following sources:

CONTRACTOR:
Capital Consulting Corporation
410 Dover Point Road
Dover NH 03820
(603) 742-6300

PROJECT DIRECTOR:
Dr. Robert J. Thomas

FUNDING AGENCY:
U.S. Department of Education
Office of Vocational and Adult Education
Mary E. Switzer Bldg, Rm. 4512
330 C Street, SW
Washington DC 20202-7242
(202) 723-2365

PROJECT OFFICER:
Laura Karl